



Manawatu Show

FOOD VENDOR SCHEDULE



Manawatu & West Coast
Agricultural & Pastoral Association
138th Annual Show

Saturday 2nd November 2024

Post: PO Box 501, Feilding 4740; **at:** Manfeild Events Centre, 59 South Street, Feilding 4702
Ph : (06) 323 1886; **Email** showmanawatuap@gmail.com; **website** www.manawatushow.co.nz **f** [manawatuandp](#)



MANAWATU SHOW 2024

138th SHOW

The Manawatu A&P Office
Phone: 06 323 1886/Cell: 021 336140

FOOD SITES

Start planning your Food Vendor Space at the Manawatu & West Coast A&P Association's 138th Show now!

To provide greater public support of your Food site we are holding our "public" show on Saturday 2nd November 2024, with Gates open from 9.00am to 4.30pm.

There is also the option to remain for the second non-public day of the show on Sunday 3rd November during the Equestrian and Sheep Dog Trials at no extra cost. Please indicate if you would like to stay for Sunday

To all of those who supported us in the past we thank you very much.
To the newcomers we welcome you and hope you have a fantastic Show experience.

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

- Show Entries
- Trade Sites
- Entertainment
- Animal Farm World & Children's' Activities
- Competitions & action
- Affordable gate entry price
- Public attending

The Manawatu & West Coast A&P Association would like **you** to be a part of this year's 2024 Spring Show.

After the success of the previous shows at Manfeild, we believe that the majority of our Food Vendors will want to be involved again and so we urge you to book your space now as Sites may be limited, to ensure a balance and variety of food.

The following prices are for our **One Day 138th Show** -

NB: Power connections are extra

Costs: Full payment per site is required when booking application is accepted.

Outdoor Food Court Prices: –

(You set these up yourselves – Site Holders to supply own overhead cover)

\$250 + GST per Food Truck/van (of approx. size 12 square meters)

Additional: Power (you must supply a currently certified extension cord)

Single phase power: \$50.00

3 phase power: \$90.00

Extra Wrist Bands if required: \$5.00 each

Please remember there are a limited number of Food Court Sites available and booking early is essential. *(There may be a few, if any, repetition of food types)*

BOOKING YOUR FOOD SITE

Your booking is not confirmed until payment is received.

Two easy options:

1. Email

Email your entry to showmanawatuap@gmail.com and we will generate an Invoice and email it to you:

2. Post

Please complete your application form, take a photocopy for your own records, then post your signed forms, and an invoice will be sent by your preferred contact method.

Manawatu A & P Association
PO Box 501
Feilding 4740

Power

To have power supplied to your site, please request this on the Application Form

Sub-letting

See 'Terms & Conditions'

Food Site Stalls

Details are included in this Schedule.

Ticket Allocation

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

Additional wristbands are available from the office at \$5.00 each

Public Gate Fees

- Adults \$15
- Children (13 – 5) \$5
- Family Pass (2 adults, 3 children) \$40

Please Note **No Wristband – No Entry**

Car Parking

There will be **NO** vehicles allowed in the Food Court area between 8.30 am & 4.30 pm on Saturday; or between 8.30am & 3.30pm on Sunday.

- Exhibitors must park their Vehicles in the Exhibitors Car Park provided.
- **Cars found inside the trade/food areas during the Show, will need to be removed before 8.30am – this is a public safety issue.**

Set Up Dates, Days and Times for the Outdoor Food Court

- Friday 1st November 1.00 pm - 6.30 pm
- Saturday 2nd November 7.00 am - 8.30 am
- Please check in at the office upon your arrival.

Pack Down Days, Dates and Times:

- Saturday 2nd November Any time **after** 4.30pm until 6.00pm
- Sunday 3rd November 3.30pm until 5.00 pm
- All Food Sites **must** be cleared by 5.00 pm Monday 4th November

It is your responsibility to leave your Food Site in the same condition it was in, before your set-up - Please remove ALL rubbish from your site.

Environmental Health/Food License

- You are required to provide a copy of your Food License (covering the period of the show in November 2024) with your application form. Bookings without a License will not be accepted.
- Each Food Trader/Handler requires its own Health License. You are required to contact the Manawatu District Council **AT LEAST 6 WEEKS** before our event to apply for any trading permits and licenses. Food Traders will incur a charge to receive the permit.
- All the forms are on their website www.mdc.govt.nz
- Email MDC: 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 Food License enquiries contact the Palmerston North Verification Agency by phoning 029 894 5002.

★ The Sale of Liquor from your site is not permitted ★

TERMS & CONDITIONS

Applications

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

Payment of Food Site Fees

- All Food Site fees must be paid in full before arriving at the site.

Sub Letting

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

Show Days

- The show gates will open to the public from 9.00am to 4.30pm.
- Exhibitors/Vendors are expected to have their sites fully operational during the full advertised opening hours of the Show.

Exhibits/Sites

- The Food Vendor manager, or any other person appointed by the Manawatu & West Coast A&P Association, has the power to enter an exhibitor's/vendor'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.
 - Sites may be set up from Friday 1st November from 1pm until 7.00pm or 7.00am until 8.30am on Saturday 2nd November 2024.
During the Show, restocking of sites can be done at the beginning or close of the day.
No vehicle access will be allowed to the show area between 8.30 am – 4.30 pm on Saturday; or from 8.30am to 3.30pm Sunday.
 - The Distribution of any form of promotional material or other forms of marketing outside of the Exhibitor's/Vendor's site boundary is prohibited.
 - The Manawatu & West Coast A & P Association will send you the necessary information about which gate is best for you to enter, in relation to your Food 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/vendor. Failure to do this will result in an invoice being sent out for any repairs.
 - The use of amplifiers or loud speakers by Exhibitors/Vendors is restricted to the extent that it does not affect other Exhibitors/Vendors.
 - Camping overnight on your site is at the discretion of the Show Administrator. If you have any questions about what facilities are available, please ask.
- **Power**
 - Power supply is 240v / 3 point plug. Limited 3 phase may be available.
Exhibitors requiring power must bring with them an extension lead up to 30 metres long with a current safety certificate. Any Power Lead requiring Safety Inspection on site will be at the exhibitor's expense, and MUST be paid at the time of inspection.
 - Power for Food Sites MUST be requested when booking. Vendors must supply their own extension lead. Single phase power will be charged at \$50 + GST per site; 3 phase power will be charged at \$90 + GST per site. You are able to use your own generator if you have one installed with your van.

Insurance and Security

- The Manawatu & West Coast A & P Association does not insure Exhibitor's/Vendor's property.
- There is regular security Checks done by B&M Security throughout the night.
- The Association will not be liable for loss or damage to the Exhibitor's/Vendor's property while it is on the Show Site.

Vehicles

- No vehicles other than Association Service Vehicles are permitted on exhibition/food sites during the Show hours. Cars and Vehicles parked on/near Food sites between 8.30am and 4.30pm must be removed – This is for safety of competitors/visitors throughout the day.

Admission and Ticket Allocation

- **No ticket/wristband – No admission. Car passes do not constitute a personal admission ticket.** Additional tickets/wristbands can be purchased at the office.
- Admission through the gates on Show day requires a **one-day ticket/wristband**. Tickets/wristbands will be posted from the Manawatu & West Coast A & P Association Show Office at least 2 weeks prior to the show, or they can be picked up from the Show office Prior to Saturday. Please arrange this with the office.

HEALTH & SAFETY

“The Manawatu A&P Association is required to conform to the **Health and Safety at Work Act 2015**; therefore you are required to carry out your work or undertaking on the Manfeild Park premises to comply with this Act. As a show exhibitor at this venue you are obligated to accept responsibility for ensuring a safe showing venue within the focus of the Act. As a user of these facilities, you are required to manage and supervise all your activities to ensure the good Health and Safety of all people involved in the show, at all times.

Food Vendors must be compliant with all Electrical & Gas certification.

- All vehicles, caravans and floats requiring power must have a Warrant of Electrical Fitness that meets legislation standard AS/NZS 3001.
- Any and all electrical equipment, including extension power leads, must be tested and tagged with a current tag. (Standard AS/NZS3760)
You may have vehicles and leads checked & tagged during the show by appointment, on a strictly ‘user pays’ basis.
- All vehicles, caravans or floats using gas for heating or cooking must have current Gas Compliance Certificates.
- Vendors must comply with the provisions of the Health & Safety at Work Act 2015 and any subsequent amendments and the Food Act 2014 and any subsequent amendments.
- All Tent and Marquee pegs, spikes or protruding objects must be covered safely.

Advertising and Schedules

- If you would like any advertising to be included in any Show Promotional material in the Show Catalogues, on the A&P web site or Face Book page, please include this on the application form (with copy, if required).
- Sponsorship opportunities and Corporate Memberships exist for Exhibitors/Vendors and can be negotiated by contacting the Administrator of the Manawatu A&P Show.

Use of Exhibitor Information

By completing a Food Site Application form the Exhibitor/Vendor agrees and the Manawatu & West Coast A&P Association acknowledges that:

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

Cancellation

- The Manawatu & West Coast A&P Association shall not be liable to the Food Vendor for any compensation whatsoever as a result of the cancellation or postponement of the Show. Any refund to Vendors as a result of cancellation or postponement will be at the discretion of the Manawatu & West Coast A&P Association.
- Cancellations must be made in writing – Email will be accepted.
 - i. If on or after 21st October 2024, the Manawatu & West Coast A & P Association shall retain all monies received unless in exceptional circumstances e.g. Bereavement.
 - ii. Prior to 21st October 2024, any refund shall be at the Manawatu & West Coast A & P Association's discretion, notwithstanding that 30% shall be retained to cover incurred 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 Vendor infringes any of the exhibiting conditions.

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 Food Court Site Application form and return ASAP

Application Form

Food Vendor Sites

Manawatu A & P Show Saturday 2nd November 2024

Please complete **both** pages of this form, take a photocopy for your own records, then return signed to:

Manawatu & West Coast A & P Association, PO Box 501, Feilding, 4740. **OR** scan and return by email: showmanawatuap@gmail.com

Company:

Contact Person:

Address: Post Code:.....

Telephone:

Mobile: Email:

Yes/No I would like my site information to be posted/emailed to the following address
(If different from above)

.....

.....Post Code:.....

NB: Site Information & wristbands will only be sent out when site information has been finalized, or will be available to pick up from the office prior to show day.

Site Application: I/We require the following (please complete)

OUTDOOR FOOD COURT:		Number of Sites
Power - \$90	3 phase power.	Yes / No Number of connections
Power - \$50	single phase power.	Yes / No Number of connections.....
Extra wrist bands/tickets (if required) @ \$ 5.00 each	Yes / No	Number.....

Payment of Fees

- A Tax Invoice will be sent/emailed to you once the Manawatu A&P receiving your application.
- Payments must be received before arriving at the venue unless otherwise organized with the Office

**NOTE: Not all Outdoor Food Sites will have power available to them
NB: you must supply a currently certified extension cord minimum 20m in length.**

Product/Service Description: Please provide details to allow us to plan for sites that may be selling similar products/food are not situated in close proximity to each other. Please enclose additional information if required.

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***I would like to remain for the second free day of the show* Yes / No**

As a Trade Exhibitor/Food Vendor

- I /We undertake to abide by the conditions set out in the Schedule of Conditions and the rules governing the conduct of the 2024 Manawatu Show, hosted by the Manawatu & West Coast A & P Association. I am fully aware of the responsibilities under the terms and conditions of the Health and Safety at Work Act 2015 and any amendments, and indemnify the Association against a claim for loss or damage to person or property.
- That you have all relevant Food Safety Certificates and they are current.
- In respect to the Privacy Act, I acknowledge that my Company Name, address and details are held by the Association and that these may be released by the Manawatu & West Coast A & P Association for Promotional purposes.

A Full Schedule of the A & P Association Health and Safety Policy is held at the Show Office

NB: Copies of Food License and Permits are attached Yes / No

Please ensure if not attached to the application they are sent prior to event or copies given on the day prior to set up. Photos of, are/will be accepted.

Signature

Name

Company

Your role

Date