

108th Annual Show
Saturday 18th January 2020

**Tender Information and
Application Form**

Tenders close:
5pm 1st November 2019

(Absolutely no late tenders will be accepted. Don't miss out.)

ABOUT THE SHOW...

The Banks Peninsula A&P Show is the main show for the Banks Peninsula area, and therefore draws a large crowd from both the city and surrounding country areas. Each year we draw over 5000 people to the show.

The main objective of the Association is to bring Town and Country together one day a year to enjoy country hospitality and to promote agricultural and pastoral excellence in all areas.

The 2019 Annual Show received over 1900 entries, increased trade exhibits and art and craft stalls. Food, drink and entertainment has a strong demand with limited sites available.

The Show continually grows year on year.

KEY DATES for 2019/2020...

Tenders close (at the latest)

Fri 1st November 2019

Notification of Sites allocated by

Fri 15 November 2019

Site Tenders to be fully paid by

Fri 6 December 2019

Sites available to set up **by 8:30am**

Sat 18 January 2020

PLEASE NOTE ...

Sale of Aerosol 'Silly String' is prohibited. If a site is found to be selling this or a similar product, then it will be closed down immediately.

There are no camping facilities available on the showgrounds.

There is no overnight security on the grounds.

The Building Act 2004 states – that a marquee requires a building consent when the floor area is greater than 30m². Obtaining a building consent is the responsibility of the tenderer.

SITE INFORMATION...

The Banks Peninsula A&P Show Association invites you to apply for space for the sale of food and/or beverages and/or side show entertainment which are to be sold for consumption or use at their Annual Show on Saturday 18th January 2020.

Sites for which will be allocated by way of tender.

The Association draws your attention to the following:-

1. All sites are 10 metres deep with a min of 4 metres frontage with 1 metre additional increments of frontage, up to maximum of 30 metres.
2. The successful tenderer will provide their own power leads. Compulsory: RCD fittings must be fitted to all power leads supplied by the Tenderer, before connecting to any A&P Assn power points, if they are available. An additional \$25 connection charge is payable by tenderer by 6/12/19.
3. One gate pass will be issued (**per 4m frontage**) to the successful tenderer.
Additional passes can be purchased @ \$5 each.
4. The decision of The Association's Committee is final.
5. The closing date and address for tenders is included in conditions of tender.
6. The Association reserves the right to permit the sale of other foodstuffs elsewhere on The Association's grounds during the Show. (In addition to the tendered food sites, food may also be available at other locations on site, such as catering).

The Association's grounds e.g. at the catering tent, in association with the licensed booth, and at community fund raising sites). The side shows are able to negotiate sole rights to sell carnival food (eg hotdogs, chips, candyfloss and popcorn).

You will find enclosed:

- A map of The Association's grounds indicating the location of the proposed FOOD SITES.
- The conditions of tender.

**We look forward to receiving your
completed application**

CANCELLATIONS...

In the unlikely event of the Banks Peninsula A&P Association finds it necessary to cancel or postpone the Show, tendered fees will not be refunded. The Association will not be liable to the Tenderer for any compensation whatsoever as a result of the cancellation or postponement.

If the tenderer cancels or terminates a site booking on or after 6 December 2019, no refund will be made by the Association.

SITE REMOVALS...

Dismantling of sites may take place **after** 3.30pm on Show Day. Prior dismantling is by arrangement only with the Site Supervisor or Secretary.

Any contamination or damage to sites caused by Exhibitors will be the responsibility of the Exhibitor to make right or a charge will be made by the Association.

SHOW CONTACTS...

Show Secretary Carys Monteath
82 Western Valley Road
Little River 7591
Phone: 021 111 2306
Email: [littlerivershow@extra.co.nz](mailto:little_rivershow@extra.co.nz)

Site Supervisor David Kearns
Phone 027 559 2552

President Donald Cooke
Phone 027 473 0854

For more details please contact the Show Secretary or Site Supervisor

CONDITIONS of TENDER for FOOD/BEVERAGE/ SIDE SHOW SITES

Tenders are invited by the Banks Peninsula Agricultural & Pastoral Association (hereinafter called “The Association”) for the right to sell food or entertainment from ONE of the specified sites on The Association’s grounds on the occasion of The Association’s Show to be held on Saturday 18th January 2020.

1. For the purpose of this tender FOOD is deemed to be food or beverages that are to be consumed on the premises, on the day of the Show and ENTERTAINMENT is deemed to be side show related entertainment.
2. Every person/s to acquire such rights make an application in writing on the Official Form overleaf marked ‘TENDER SITE’. This form must be received by - The Secretary, Banks Peninsula A&P Association, on or before 5pm 1st November 2019, stating the price which he/she offers for the said rights and the person/s making the application shall date & sign the form together with his/her name & address. PLEASE NOTE: \$25 for power is additional.
3. The Association does not undertake to accept the highest or any tender.
4. Each Tenderer will be advised of the successful tenders by letter sent to him/her via post, addressed to the address given in the tender. This letter will not contain the details of any tender or any evaluation results.
5. Every letter and every notice to any person shall be sent to him/her by The Association via post, addressed to them at the address given to his/her respective tender or at his/her last known address in The Association’s records, and shall be deemed to have been received in due course.
6. **The amount tendered shall be payable in one sum, by 6 December 2019 (at the latest) to the Association or via internet banking: Details on invoice. Nonpayment will be deemed a cancellation and the space will be offered to those on the waiting list.**
7. Each tender is to be accompanied by details of the foods, beverages or entertainment it is intended to provide.
8. The Association reserves the right to permit the sale of other foodstuffs elsewhere on The Association’s grounds during the Show. (In addition to the tendered food sites food may also be available at other locations on The Association’s grounds eg at the catering tent, in association with the licensed booth and at community fundraising sites). The side show may negotiate sole rights of selling carnival foods eg hotdogs, chips, candyfloss and popcorn.
9. The Association’s Committee’s decisions are final.



10. The successful tender(s) will be required to hold any necessary licenses for the sale of the food and shall, if called upon, provide evidence that such licenses are held. **Please attach copies of all relevant licenses with this form.**
11. The successful tenderers shall supply their own power leads. All successful tenderers shall supply their own caravan or tent from which to conduct sales and shall sell food solely from the site allotted. An RCD fitting must be fitted to all power cables supplied by tenderer before connecting to source of power from the Association, if power is available. Please note: limited power sites are available, and incur an additional \$25 connection fee (payable by 6/12/2019).
12. The successful tenderer(s) will insure in some public insurance office against any accident claims and liability whatsoever to or by any person arising from his/her operation under this agreement or from the actual omissions of his/her employees, servants, agents or sub-contractors and will at all times keep The Association indemnified against any such loss or liability.
13. All underground pipes and cables will be marked with a red line and painted on the ground and no pegs or poles are to be dug within 1 metre of the marked cables or pipes.
14. The successful tenderer(s) agrees and undertakes to comply with the Health and Safety in Employment Act 1992, including any amendments and any other Acts of Parliament, regulations or Bylaws and including but not limited to the following: Any relevant food and hygiene Regulations, The Resource Management Act, The Sales of Good Act, The Fair Trading Act, and The Consumers Guarantee Act.
15. The successful tenderer(s) will be issued with one admission pass per 4 metre frontage booked. **Extra passes can be obtained at \$5 per pass.** Every person entering the showgrounds are required to either hold or purchase an entry pass.
16. It is at the discretion of the stall holder as to the time they occupy their site, but they must be set up **no later than 8.30am.** Gates open at 7am and first events commence at 8:15am.
17. **BREACH OF CONTRACT:** Failure to comply with the above mentioned conditions may lead to termination of the contract and expulsion from The Association's grounds.
18. Please sign this sheet and return with application to indicate you accept these conditions. A copy for your information is on the following page.

SIGNED: _____

STATUS: _____

DATE: _____

Tender Site Application Form

I wish to tender for a Food/Beverage/Side Show Site at the BP Agricultural & Pastoral Show on Saturday 18th January 2020.

Business Name: _____

Contact Name: _____

Address:

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Detailed Description of Services and/or Products for Sale: (a) food type, i.e. hot meat sandwiches, pies, ice cream, coffee etc.

PLEASE NOTE: Sale of Aerosol 'Silly String' is prohibited. If a site is found to be selling this or a similar product, then it will be closed down immediately.

I wish to tender a price of \$

Plus Power Site if required \$25.00 (additional to tendered price)

Additional Gate Passes required over and above the one (per 4m) supplied
_____ @ \$5.00 each.

Food/goods will be sold out of a _____ eg Caravan, Tent, Van etc

Area of Site Required (include Tent Pegs, Caravan draw bars etc) Width _____ m x 10m Depth

PLEASE BE ACCURATE AS NO SPACE ALLOCATION CAN BE MADE ON THE DAY!

If you have a Caravan the Drawbar is [LEFT], [RIGHT] or [REAR] when standing outside facing serving area. (Please delete which is not applicable).

Any site allocated will be able to accommodate the size given (including drawbars) on your application (**you must fit inside the above size you gave** including tent guy ropes / drawbars). You may be turned away on the day if you have not provided accurate space required. Vehicles not required on the site to be parked in the public car park.

(Please note: the Banks Peninsula A&P Association is not GST registered)

Please ensure...

You have read the Terms and Conditions over and signed at the bottom.

Completed all the blank areas above.

Copies of all relevant licenses required to operate.

Sign the conditions page also and return it by 1st November 2019 to:

The Show Secretary

Banks Peninsula A&P Association

82 Western Valley Road, Little River 7591

Or Email

little_rivershow@xtra.co.nz

OFFICE USE ONLY:

Date Received: ____ / ____ / ____ Rec. No.: _____ Letter & Account Sent: _____
Paid: _____