

112th Annual Show

Saturday 20th January 2024

**Tender Information and
Application Form**

Tenders close:

5pm 10th November 2023

(Absolutely no late tenders will be accepted. Do not 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 three thousand 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 2023 Annual Show received over 1500 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 2023/2024...

Tenders close:

Friday 5pm 10th November 2023

Notification of Sites allocated by

Friday 1st December 2023

Site Tenders to be fully paid by

Friday 8th December 2023

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

Sat 20 January 2024

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 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 21st January 2023.

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 must 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 the tenderer by 8/12/23. \$25 is in addition to the tendered price.**
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 the conditions of the 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 can negotiate sole rights to sell carnival food (e.g.: hotdogs, chips, candy floss 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 because of the cancellation or postponement.

If the tenderer cancels or terminates a site booking on or after 15 December 2023, 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 Lynn Odgers
57 Council Hill Road
Little River 7591
Phone: 027 471 6041
Email: little_rivershow@xtra.co.nz

Site Supervisors Lil Foley + Danny Bulman
Phone 027 694 1166 (Lil), 021 533 636 (Danny)

President Dave Kearns
Phone 027 559 2552

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 20th January 2024.

1. For 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 10th November 2023, 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 email, 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 email, 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 8th December 2023 (at the latest) to the Association via internet banking: Details on invoice. Non-payment will be deemed a cancellation and space will be offered to those on the waiting list.**
7. Each tender is to be accompanied by details of the foods, beverage, or entertainment it is intending 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 e.g., 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 e.g., hotdogs, chips, candy floss 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 the tenderer before connecting to the 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 08/12/2023).

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 always 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 one 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 four metre frontages booked. **Extra passes can be obtained at \$5 per pass.** Every person entering the showgrounds is 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 the first events commence at 7.45am.**

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 the application to indicate you accept these conditions. A copy for your information is on the following page.

SIGNED:

DATE:

STATUS:

Tender Site Application Form

I wish to tender for a Food/Beverage/Side Show Site at the BP Agricultural & Pastoral Show on Saturday 20th January 2024.

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 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 _____ e.g., Caravan, Tent, Van.

Area of Site Required (include Tent Pegs, Caravan draw bars) 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 the accurate space required.

Vehicles not required on the site are 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.

Return by **10th November 2023** to:

little_rivershow@extra.co.nz

Or post to –

The Show Secretary

Banks Peninsula A&P Association

57 Council Hill Road, Little River 7591

OFFICE USE ONLY:

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