



## Mackenzie County A&P Society

Annual Highland Show-Easter Monday 2nd April 2018

PO Box 53, Fairlie 7949 - Ph (03) 685-8977

[www.mackenzieshow.co.nz](http://www.mackenzieshow.co.nz)

[mackenzieapsociety@gmail.com](mailto:mackenzieapsociety@gmail.com)

9<sup>th</sup> October 2017

Dear Business Owner,

It is that time of the year again when we advertise for food site tenders. You are currently on our mailing list. Please let me know if you wish to be removed from this list.

The Food & Trade Space Committee respectfully would like to draw your attention to the following;

- ❖ Due to reporting requirements, **ALL** food and coffee stalls are now subject to tender, closing on the date indicated. **NO** food or coffee stalls will be allocated under a Trade Space application.
- ❖ All power cables are marked with a red line painted on the ground.
- ❖ Gate passes will be issued as follows;
  - (1) One pass per \$50.00 of tender value to a maximum of 4
  - (2) A maximum of 2 extra passes per site can be purchased at \$10.00 each
- ❖ The Food & Trade Space Committee's decision is final.
- ❖ Please contact The Secretary if you wish to know the Site Number you had last year.
- ❖ MINIMUM Tender of \$100.

You will find enclosed

- A map with the food/coffee sites marked (F for Food sites, C for Coffee sites)
- Terms and Conditions
- A Food/Coffee Tender and Application form

Thank you, for taking the time to read this letter and applying for a food site for the forthcoming Mackenzie A&P Show which is being held on 2<sup>nd</sup> April 2018.

**ALL APPLICATIONS CLOSE on 17<sup>th</sup> November 2017. NO EXCEPTIONS.**

Any questions pertaining to filling in the forms, please re-read the terms & conditions information on the back of this letter and if your question is not answered, then contact the Trade Convenor: Bryan McNab on 03 685 8845 or 021 552 333 or by email [swanns@xtra.co.nz](mailto:swanns@xtra.co.nz)

Respectfully yours,

Jodi Payne  
Secretary  
03-685-8977 or [mackenzieapsociety@gmail.com](mailto:mackenzieapsociety@gmail.com)

**PLEASE NOTE: In previous years, some coffee stalls/cars have applied as a Trade Space. This is NO LONGER ALLOWED. ALL coffee and ALL food vendors MUST apply now, during the tender process...Trade Space applications for food or coffee vendors WILL NOT BE ACCEPTED.**

**MACKENZIE A & P SOCIETY**  
**TERMS AND CONDITIONS OF FOOD AND COFFEE TENDERS**

**APPLICATIONS ARE NOW INVITED** for food tenders at our annual show held Easter Monday 2<sup>nd</sup> April 2018 (see official Application Form).

**ALL APPLICATIONS CLOSE on 17<sup>th</sup> November 2017. NO EXCEPTIONS.**

**PLEASE MAKE OWN ARRANGEMENTS** regarding tent, tables, etc. The Society is not responsible for the erection of tents. The Committee will not under any circumstances hold themselves responsible for loss, damage, etc at the show.

**ADMISSION PASSES** are issued on the basis of one pass per \$50.00 of tender value to a maximum of 4. A maximum of two extra passes can be purchased at a discounted rate of \$10.00 each. A maximum of 4 passes per site.

**ALL FOOD/COFFEE PROVIDERS** agree and undertake to exercise reasonable care in conducting their operation and agrees to make good to the Society any damage caused to cables, pipes or underground or above ground structures of any nature. The food provider shall hold sufficient insurance against such damage. All damage will be the responsibility of the food provider and all costs will be recovered. **ALL UNDERGROUND CABLES AND PIPES WILL BE MARKED WITH A RED LINE; no tent pegs or holes are to be dug or driven within one metre of marked cables or pipes.**

**ALL FOOD/COFFEE PROVIDERS AGREE** and undertake to comply with the Health and Safety at Work Act 2015 and any other Act of Parliament, Regulations or Bylaws and including but not limited to the following: Resource Management Act, Sale of Goods Act, Fair Trading Act, and Consumer Guarantees Act, all LTSA and Traffic Rules and the RAS Health & Safety Programme 2016. A copy of the RAS Health & Safety Programme 2016 is available at the Secretary's Office or via email.

**ALL FOOD/COFFEE PROVIDERS MUST** complete and post the "Application for Food/Coffee Stall" to the Mackenzie District Council (**address: Environmental Health Officer, Timaru District Council, King George Place, Timaru 7910**) prior to the Show. You will receive this form upon notification of your successful tender.

**ALL FOOD/COFFEE PROVIDERS** to be on the grounds by 9.30 a.m. and no food/coffee stalls shall be removed from the grounds until after 4 p.m. without special order from the Secretary.

**The Food & Trade Committee's decision is final. The highest or any tender may not necessarily be accepted. IF YOU ARE NOT SUCCESSFUL FOR YOUR TENDERED SITE, YOU MAY BE ALLOCATED AN ALTERNATE SITE IF ONE IS AVAILABLE.**

Please note **any complaints are to be in writing** to the Committee, posted to the Secretary of the Society (**PO Box 53, Fairlie 7949**)

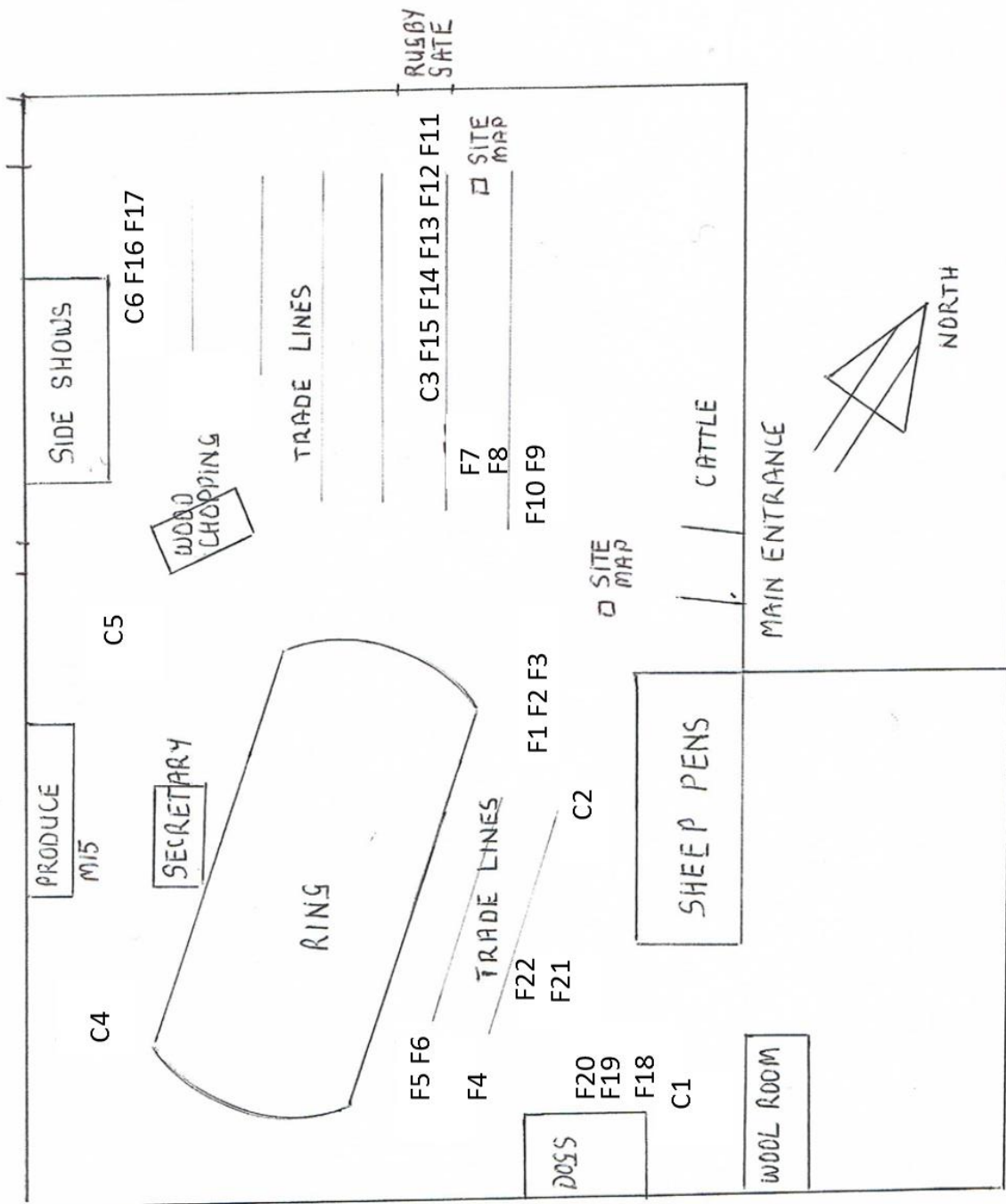
**ALL CONVENIENCE FOODS** prepared & sold on the grounds are subject to tender and may only be **SOLD** from designated **FOOD** sites.

Any questions pertaining to filling in the forms, please re-read the terms & conditions information above and if your question is not answered, then contact the Trade Convenor:  
Bryan McNab on 03 685 8845 or 021 552 333 or by email [swanns@xtra.co.nz](mailto:swanns@xtra.co.nz)

# SITE MAP FOR FOOD AND COFFEE TENDERS

(F for Food Sites and C for Coffee Sites)

PLEASE KEEP THIS MAP AS A REFERENCE FOR YOUR LOCATION



# STEP-BY-STEP GUIDE

## PLEASE WORK YOUR WAY THROUGH THIS GUIDE

1. Read the cover letter. Read the terms and conditions on the back. Keep this page.
2. Look at the map. Keep this page.
3. Fill in all the blanks on "part one" sign and date it.
4. Fill in "part two" food sites or "part three" for coffee sites
  - (a) food type i.e. hot foods, cold drinks etc.
  - (b) size of caravan (some sites can accommodate the larger trailer but no guarantee can be made that you will get one of these sites. Any site allocated will be able to accommodate the size given on your application (you must fit inside the above size you gave including tent guy ropes.
  - (c) mark drawbar
  - (d) put in prices (all plus GST). Please note if you don't want a particular site enter \$0.00.
  - (e) Fill in total number of gate passes (maximum of four (4) per operation, caravan or tent).
5. If successful in your tender, you will be posted the Mackenzie District Council Application for a Food/Coffee Stall. Fill this out and post to **Environmental Health Officer, Timaru District Council, King George Place, Timaru 7910**

## FOOD/COFFEE SITE TENDER APPLICATION

### PART ONE – ALL FOOD AND COFFEE TENDERS

I/We hereby offer the sums as filled out below (all amounts will be plus GST) to sell foods from the site mentioned. I/We hereby agree that in the event of this offer being accepted in accordance with the terms and conditions, I/We will make payment and carry out and fulfil all the obligations set out in such conditions.

NAME/ORGANISATION: .....

ADDRESS: .....

.....

TELEPHONE NO: ..... MOBILE .....

EMAIL:.....

SIGNATURE: ..... DATE: .....

**IF YOU ARE NOT SUCCESSFUL FOR YOUR TENDERED SITE, YOU MAY BE ALLOCATED AN ALTERNATE SITE IF ONE IS AVAILABLE.**

**TENDERS CLOSE: FRIDAY 17th November 2017**

Send To:  
"Tender for Food"  
Mackenzie A & P Society  
P O Box 53  
FAIRLIE 7949

Enquiries: Please re-read the terms & conditions and if necessary, contact the Trade Convenor:  
Bryan McNab on 03 685 8845 or 021 552 333 or by email [swanns@xtra.co.nz](mailto:swanns@xtra.co.nz)

## **PART TWO – FOOD SITES (minimum tender \$100)**

TYPES OF FOOD FOR SALE:

.....  
.....  
.....

SIZE OF CARAVAN/TENT/CAR (INCLUDING DRAWBAR)

.....Metres (Width) by.....Metres (Length)

DRAWBAR IS (LEFT OR RIGHT) WHEN STANDING OUTSIDE FACING SERVING AREA.  
(Please delete which is not applicable)

Please indicate under the appropriate site number how much you wish to tender. Note: F sites are for Food and C sites are for Coffee.

SITE NUMBER (F1) PRICE: \$.....	SITE NUMBER (F2) PRICE: \$.....	SITE NUMBER (F3) PRICE: \$.....
SITE NUMBER (F4) PRICE: \$.....	SITE NUMBER (F5) PRICE: \$.....	SITE NUMBER (F6) PRICE: \$.....
SITE NUMBER (F7) PRICE: \$.....	SITE NUMBER (F8) PRICE: \$.....	SITE NUMBER (F9) PRICE: \$.....
SITE NUMBER (F10) PRICE: \$.....	SITE NUMBER (F11) PRICE: \$.....	SITE NUMBER (F12) PRICE: \$.....
SITE NUMBER (F13) PRICE: \$.....	SITE NUMBER (F14) PRICE: \$.....	SITE NUMBER (F15) PRICE: \$.....
SITE NUMBER (F16) PRICE: \$.....	SITE NUMBER (F17) PRICE: \$.....	SITE NUMBER (F18) PRICE: \$.....
SITE NUMBER (F19) PRICE: \$.....	SITE NUMBER (F20) PRICE: \$.....	SITE NUMBER (F21) PRICE: \$.....
SITE NUMBER (F22) PRICE: \$.....		

TOTAL NUMBER OF GATE PASSES: ..... (MAX OF 4)

**ABOVE IS FOR ONE SITE ONLY – PLEASE PRINT OUT ADDITIONAL FORMS IF YOU WISH TO TENDER FOR MORE THAN ONE SITE.**

**PART THREE- COFFEE SITES (minimum tender \$100)**

TYPES OF FOOD FOR SALE:

.....  
.....  
.....

SIZE OF CARAVAN/TENT/CAR (INCLUDING DRAWBAR)

.....Metres (Width) by.....Metres (Length)

DRAWBAR IS (LEFT OR RIGHT) WHEN STANDING OUTSIDE FACING SERVING AREA.  
(Please delete which is not applicable)

Please indicate under the appropriate site number how much you wish to tender. Note: F sites are for Food and C sites are for Coffee.

SITE NUMBER (C1)	SITE NUMBER (C2)	SITE NUMBER (C3)
PRICE: \$.....	PRICE: \$.....	PRICE: \$.....
SITE NUMBER (C4)	SITE NUMBER (C5)	SITE NUMBER (C6)
PRICE: \$.....	PRICE: \$.....	PRICE: \$.....

TOTAL NUMBER OF GATE PASSES: ..... (MAX OF 4)

**ABOVE IS FOR ONE SITE ONLY – PLEASE PRINT OUT ADDITIONAL FORMS IF YOU WISH TO TENDER FOR MORE THAN ONE SITE.**