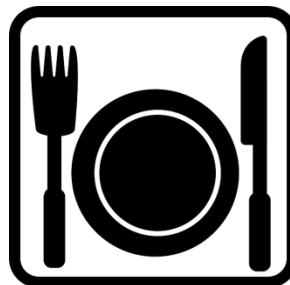


147th A & P Show

Friday 1st & Saturday 2nd November 2024
Ashburton Showgrounds

Food Site Information Pack

TENDERS CLOSE 30th AUGUST 2024



Introduction

This information pack sets out how to tender for food and beverage sites at the Ashburton A & P Show. It includes a tender application form and information on:

- the Ashburton A & P Show
- key dates
- the types of food sites available
- the cost of extras such as power and entrance tickets
- general tips, requirements, terms and conditions

The Ashburton A & P Show also has trade and market sites. If you are interested in one of these sites, please refer to our separate information packs relating to trade and market sites.

The Ashburton A & P Show

The Ashburton A & P Show is held annually at the Ashburton Showgrounds. It is the largest annual rural event hosted in the Mid Canterbury District and one of the larger A & P shows in the South Island. The show is vibrant and draws exhibitors, sponsors and supporters from Canterbury and beyond.

The show is run by the Ashburton A & P Association whose primary aim is to promote excellence in agriculture and goodwill between town and country. This objective is achieved through a variety of entertainment and extensive range of exhibitors for the Show visitor.

Each year there is a theme to the Ashburton A & P Show. Site holders are encouraged to incorporate the theme into their site. Our 2024 show theme is ***“The Food Basket of Mid Canterbury – From the Paddock to the Picnic”***

NOTICE: WE WISH TO ADVISE FOOD SITE TENDERERS THAT AS PART OF THIS YEAR’S SHOW THEME AND THE PRESIDENTS FEATURE AREA; THE A&P WILL BE GIVING AWAY A ‘SMALL BEEF OR LAMB SLIDER’ TO THE FIRST 1000 PEOPLE THROUGH THE GATE ON SATURDAY. THIS WILL BE ADVERTISED EXTENSIVELY TO ENCOURAGE MORE PEOPLE TO THE SHOW AND BELIEVE IT WILL COMPLIMENT NOT DETRACT FROM YOUR FOOD OFFERING.

A & P contact details

A & P Association Administrator

Fleur Crowskey

📧 PO Box 185, Ashburton 7740

☎ Phone: 03 308 7908

☎ 027 722 7908

✉ ashburtonshow@gmail.com

🌐 www.ashburtonshow.co.nz and 

A & P Show Events Convenor

Chris Watson (☎ 027 200 8180)

Food Site Convenor

Chris Watson (☎ 027 200 8180)

A & P Association President

Ben Stock (☎ 027 274 1884)

Key dates

30th August 2024	Food site tender applications close (applications received after this date cannot be guaranteed acceptance)
Late September/early October 2024	Sites are allocated by the Ashburton A & P Association and applicants are advised of the results of their application for a site
30 th October 2024	Site holders can start setting up their sites at the Ashburton Showgrounds
1 st November 2024	First day of show – food sites must be setup and manned by 9.00am and manned all day Friday
2 nd November 2024	Second day of show – food sites must be manned all day Saturday until 4.30pm, when dismantling of sites can commence
3 rd November 2024	Food sites to be cleared by 5.00pm

The types of food sites available

There are a total of 15 food sites available at the Ashburton A & P Show. Exhibitors can choose to tender for, and may be awarded, more than one food site.

Exhibitors can choose to tender for sites that can only sell certain types of food or beverages (eg, hot food versus cold food) or tender for sites without such restrictions. Cold beverages, popcorn, candy floss, lollies, novelty bars and potato chips can be sold from all sites.

The different types of food sites available are set out below.

- **Side Shows** sites 1 and 2 – one hot food site and one cold food site (sites 1 and 2 - Friday 3-7pm and all day Saturday)
- **Bar Area** sites 5-7 – three food sites with a mix of hot, café style and a coffee cart
- **Hot food** sites 4, 9, 11 and 14 – three food sites serving hot food
- **Cold food** sites 3, 8, and 13 – three food sites serving cold food – cream freeze and shaved ice etc. (site 13 all day Saturday only)
- **Coffee carts** sites 10, 12 and 15 – three sites for coffee carts (site 15 being Saturday only)

There is no restriction on the types of cuisine that are sold at food sites. So that the A & P Association can ensure there is a variety of food available, the application asks that applicants specify the types of food and beverages that would sell at a site.

Power is available at food sites, on request and at a cost to the site holder (as noted on the next page under pricing). Power is not available for sites 1, 2, 10 and 15.

The layout at the Ashburton Showgrounds sees food sites located in various locations across the grounds. **Attachment A** to this information pack highlights on a map of the Ashburton A & P Show the approximate locations where the individual food sites are to be located in 2024. The numbers on the map correspond to the various food sites discussed above and set out in the tender application.

The cost of sites and extras

To have a food site at the Ashburton A & P Show, exhibitors must pay money to the Ashburton A & P Association for a site (referred to below as base cost of site). This information pack does not specify or provide any guidance on the level of this payment. The amount of money that a food site holder pays for a site is based on the price (including GST) that they tender in their application.

If you are tendering for multiple food sites, you need to specify a tender price for each site in your application. Note that the highest or any tender for an individual food site may not necessarily be accepted.

In addition to the base cost for a site, there are extra costs that an exhibitor may need to pay the Ashburton A & P Association for a food site. The extras (as detailed further below and all shown inclusive of GST) relate to:

- power for food sites
- additional discounted show entry tickets (over and above those included with each site)

The Ashburton A & P Association does not organise for the hire of gazebos for food sites. Site holders need to bring their own or organise hireage themselves.

Item	Notes	Cost (including GST)	Inclusions/exclusions
Food sites			
Base cost of site (for two days of show, power is extra cost on top of this amount)	This is specific to each, and may vary by, site	<i>Price tendered in application</i>	2 x 2 day entry tickets
Power for food sites (for two days of show)	Power to food sites is available on request	\$70.00	N/A – power is an extra cost for food sites
Additional adult show entry tickets			
On the two days of the show, no one can get onto the showgrounds without an entry ticket. Two x 2 day entry tickets are included with each food site, but if you have more people involved with your site you will need to purchase additional show entry tickets. Additional tickets are available to site holders prior to the show at a discounted rate of \$10 per day (full price \$15 per day).			
Adult show entry tickets	Applies to all food sites	Discounted site holder entry tickets per adult 1 day – \$10 2 day - \$20	Some adult tickets are included in base site cost; school age children are free

How to apply for a food site

To apply to have a food site at the 2024 Ashburton A & P Show, you need to (by no later than **30th August 2024**):

- complete the **application** (template included as **Attachment B** to this information pack)
- send your completed application to the Ashburton A & P Association Administrator by e-mail or post (for contact details, see page two of this information pack and/or the application form)

Important things to note regarding an application:

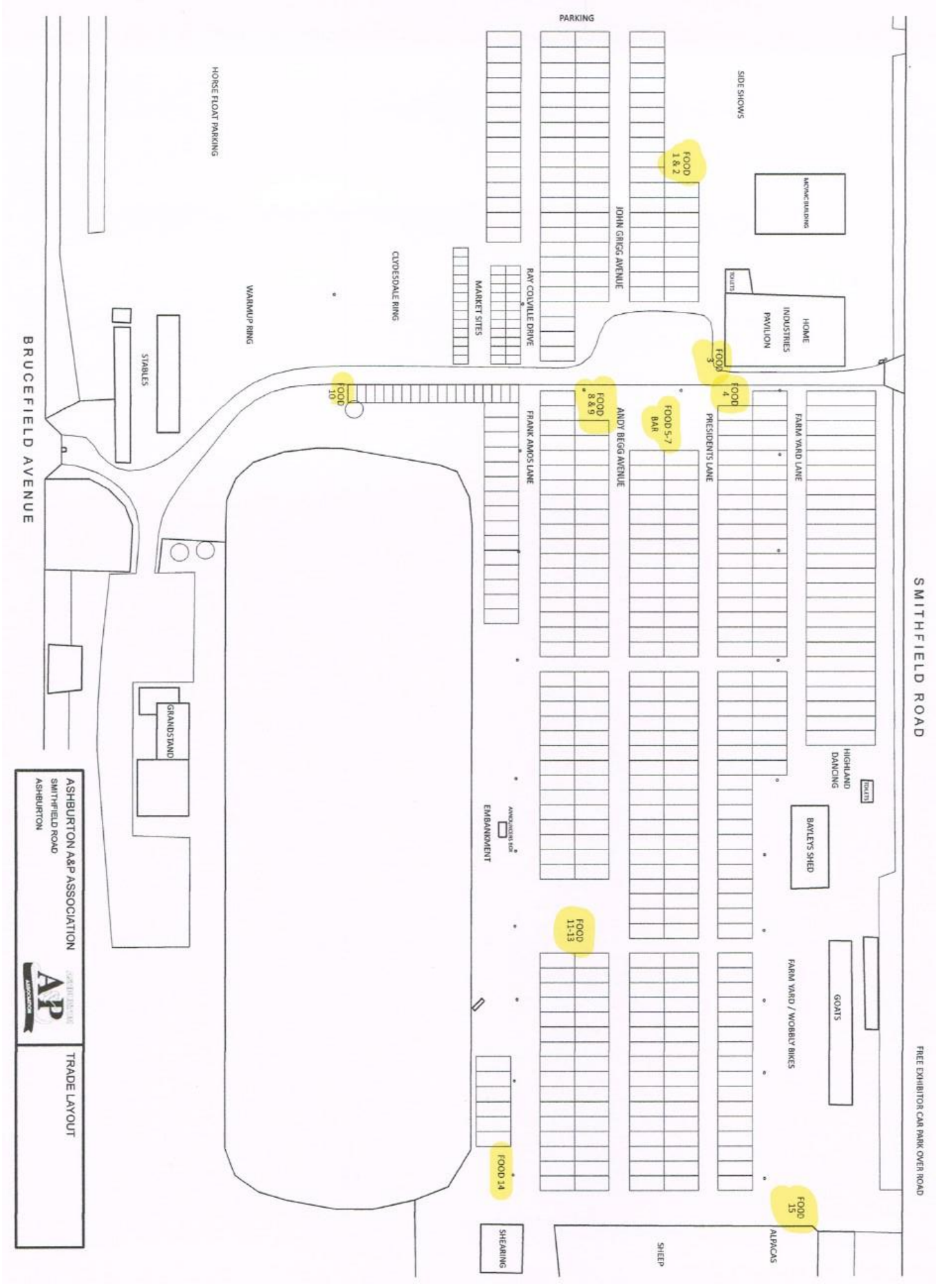
- late applications for food sites (received after 30th August 2024) may not be considered
- receipt of an application for a food site does not guarantee that the site requested is allocated to you – all applicants for sites will receive advice from the Ashburton A & P Association in late September/early October 2024 of the results of their application
- once food sites have been allocated, those applicants that are successful in being allocated a site will be sent an invoice for the cost of their site and any extras specified in their application
- a food site allocation is not confirmed until a site holder has paid their site fees and extras in full
- **all site fees and extras must be paid to the Ashburton A & P Association prior to the start of the show**

Terms and conditions for site holders

By applying for a site an exhibitor is deemed to have read and accepts the terms and conditions set out below.

1. All precautions must be taken at all times to ensure public safety. Each site holder must be familiar with and comply with the provisions of the Health and Safety at Work Act 2015 and any other act of Parliament, Regulations or Bylaws. All site holders are required to have a site specific safety plan in place for the setup and operation of their food site and provide this to the A & P Association if requested.
2. Please ensure your operation complies with the current Ashburton District Council Health Regulations. Health Inspectors will be at the showgrounds and may choose to visit your food site.
3. All site holders **MUST HAVE PUBLIC LIABILITY INSURANCE COVER FOR THE DURATION OF THE SHOW**. The A & P Association will not be responsible for any claim.
4. The only vehicles permitted around food sites during the show are food trucks. **Site holder's other vehicles are to be parked in the car park across Smithfield Road. No vehicles are to be parked along fence line on the Smithfield Road boundary.**
5. There will be **no** vehicle access to sites after **9.00am** on Friday 1st November 2024, during the show on Saturday 2nd November 2024 and before 4.30pm either day. **If goods are to be delivered to sites during the show then the grounds committee must be contacted and they will deliver to sites.**
6. **All sites (except 8) must be manned for the full two days of the show**, starting 9.00am on Friday 1st November 2024
7. All sites must be left in the condition in which they are found. It is the responsibility of the site holder to clear everything from their site. All sites are to be cleared by 5.00pm on Sunday 3rd November 2024.
8. Security will patrol the grounds from 6pm on the 30th of October to 6am on the 3rd of November 2024. Site holders are responsible to ensure that any food trucks are secure while not manned. The A & P Association shall not be liable for loss of or damage to an exhibitor's property whilst on the show grounds. The A & P have increased the security for the 2024 show.
9. Site holders requesting power are required to connect to the electricity using a residual current device (RCD). As power boxes are spread throughout the Ashburton Showgrounds and the nearest point may be in an adjacent site, site holders are required to bring their own power cords, RCD units and multiboxes.
10. **Site holders must not sublet their sites.**
11. Exhibitors **MUST** have a fire extinguisher available on their site.
12. Exhibitors cancelling their site or failing to appear at the show are not eligible for any refunds.

Attachment A: Map showing approximate location of sites

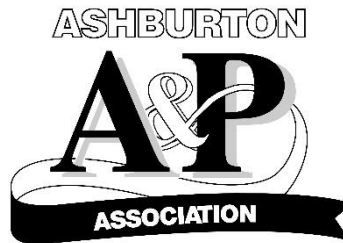


Attachment B: Tender application

The tender application below (except for the signature line) can be completed electronically. If you choose to fill in the entire form by hand (in hard copy), please print clearly.

Your completed application should be sent to the Ashburton A & P Administrator **by 30th August 2024**. The form can be:

- e-mailed to ashburtonshow@gmail.com; or
- posted to the Ashburton A & P Association, PO Box 185, Ashburton 7740.



Food Site Tender Application

I am interested in tendering for a food site at the 2024 Ashburton A & P Show to be held at the Ashburton Showgrounds on **Friday 1st November and Saturday 2nd November 2024**

I understand that all food sites (except site 8) must be manned for the full two days of the show, starting 9.00am on Friday 1st November 2024

CONTACT DETAILS AND BASIC INFORMATION

Business name

Contact name

Postal address
(including postcode)

Phone number(s)

Landline:

Mobile:

E-mail address

General description
of the types of food
and beverages that
you could offer

SPECIFIC SITE TENDER(S)

Note: You may submit tenders for more than one food site (whether to offer the same food at alternative sites or different food at different sites). If you are tendering for multiple food sites, you need to specify a tender price and provide other details for each site. Note that the highest or any tender for an individual food site may not necessarily be accepted.

I/we wish to tender for the following food sites:

Site no	A & P Association site description	Tender price for site	Detailed description (for each site) of the food and beverages that you would sell	Power at \$70 per site (✓ IF REQUIRED)	Number of additional adult show entry tickets required for site		
					Friday entry tickets (@\$10 each)	Saturday entry tickets (@\$10 each)	2 day entry tickets (@\$20 each)
1	Side Shows – Hot (Friday 3 – 7pm and all day Saturday)	\$		NOT AVAILABLE			
2	Side Shows – Cold (Friday 3 – 7pm and all day Saturday)	\$		NOT AVAILABLE			
3	Cold Food Site	\$					
4	Hot Food Site	\$					
5	Bar Area - Hot Food / Café Food	\$					
6	Bar Area - Hot Food / Café Food	\$					
7	Bar Area - Coffee	\$					
8	Cold Food Site	\$					

Site no	A & P Association site description	Tender price for site	Detailed description (for each site) of the food and beverages that you would sell	Power at \$70 per site (✓ IF REQUIRED)	Number of additional adult show entry tickets required for site		
					Friday entry tickets (@\$10 each)	Saturday entry tickets (@\$10 each)	2 day entry tickets (@\$20 each)
9	Hot food / Café Food site	\$					
10	Coffee Site	\$		NOT AVAILABLE			
11	Hot food site	\$					
12	Coffee site	\$					
13	Cold food site (Saturday Only)	\$					
14	Hot food site	\$					
15	Coffee cart (Saturday Only)	\$		NOT AVAILABLE			

Tender submitted by: _____
 Signature _____
 Name _____
 Date _____

Please note: Once food sites have been allocated, those applicants that are successful in being allocated a site will be sent an invoice for the cost of their site and any extras specified in their application. **All invoices must be paid in full prior to the show. INTERNET BANKING 06 0837 0154538 00**