



Mackenzie County A&P Society

Annual Highland Show-Easter Monday 13th April 2020

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

www.mackenzieshow.co.nz

mackenzieapsociety@gmail.com

MACKENZIE A&P SOCIETY TRADE SPACE

INFORMATION AND ONLINE APPLICATION PROCESS

Hello from the Mackenzie A&P Trade Committee. We thank you for supporting our Show by attending. Having a variety of trade sites is important to the success of our Show. In the past, applications were done the "old fashioned" way... application forms filled out and posted in. We are now going to move with the times and technology. This will save time and more importantly, costs of postage for you and for us. For many years, our general entries have been done via our online ordering system and it has worked well. We have now set up Trade Sites to be done online as well. **Payment MUST be made at the time of entering**, via the PoliPay system which is used by many organisations (i.e. Land Transport) and is essentially internet banking. **You will need your internet banking login details (i.e. customer number and password).**

Please read through the Conditions of Trade Space and the Trade Site Categories. I have then listed the Step by Step Process for Application which will walk you through the steps to apply. Don't be afraid of the number of steps as I tried to make them as detailed as possible so those who are not as technologically savvy can understand the process. I've done a couple trials with "crash test dummies" so hopefully the instructions are detailed enough to make this easy. Remember the first time you do anything new, change can be challenging and it may seem complicated, but in the end, it makes the whole process a lot more streamlined. After you have done it once, you will be "away laughing."

CONDITIONS OF TRADE SPACE

APPLICATIONS ARE NOW INVITED for trade space at our annual show held Easter Monday 13th April 2020. ALL APPLICATIONS CLOSE 6th March 2020 If you have not received confirmation of your application within 21 days of closing please contact the Secretary. ANY APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL BE ALLOCATED AT THE DISCRETION OF THE TRADE COMMITTEE AND WILL BE CHARGED A LATE FEE.

TRADE DISPLAY SITES ARE ONLY AVAILABLE in sizes of 6 metres frontage x 7 metres depth or multiples thereof (14 metres is maximum depth i.e. 2 sites). Cost is \$100.00 (GST incl) per site. Please order the quantity of the number of sites required. Make sure that you have allowed sufficient space for gye ropes/crowd space, etc. Limited power sites are available in the heavy trade area at an additional cost of \$50.00 (GST incl) per site. Power being one 15 amp 3 pin plug. Please ensure you order a POWERED SITE if power is required. If, after ordering, one is not available, you will be offered a non-powered site and your \$50 will be refunded.

PLEASE MAKE OWN ARRANGEMENTS regarding tent, tables, hay, etc. The Society is not responsible for the erection of tents. The Committee will not under any circumstances hold themselves responsible for loss, damage, or mis-delivery of stock or implements exhibited at the show.

ADMISSION PASSES are issued on the basis of one per every \$100.00 paid for space. One additional pass per site is available at a reduced cost of \$10.00. Additional passes may be purchased at \$15.00. These may be purchased as Extras on the online ordering form. Remember to bring your tickets as NO refunds will be made for gate entries paid.

THE COMMITTEE WILL ENDEAVOUR to honour all site requests but reserve the right to site displays at their discretion and their decision is final. The Committee has the right to refuse any application for space and remove from the grounds any exhibitor or exhibits at any time.

ALL TRADE EXHIBITORS 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 exhibitor shall hold sufficient insurance against such damage. All damage will be the responsibility of the exhibitor and all costs will be recovered. ALL UNDERGROUND CABLES AND PIPES WILL BE MARKED WITH A RED BAND; no tent pegs or holes are to be dug or driven within one metre of marked cables or pipes.

EXHIBITORS OF MACHINERY AND MECHANICAL EQUIPMENT of any description must ensure that it is fully guarded so as to be incapable of injuring spectators while on display. Tractors and other machinery demonstrated at work must be attended by a member of the exhibitor's staff while working and must be effectively immobilised when not working. Exhibitors which are considered by the Committee to be dangerous, to be excessively noisy, or undesirable in any way, may be immobilised at the discretion of the Committee.

ALL LARGE OR DANGEROUS ANIMALS shall be contained behind fences suitable to make sure that they cannot under any circumstances escape and meets and complies with all fencing requirements under New Zealand Law.

ALL EXHIBITORS 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 all Liquor Licensing Regulations.

ALL TRADE EXHIBITORS to be on the grounds by 9.30 a.m. and no trade space displays shall be removed from the grounds until after 4 p.m. without special order from the Secretary.

THE SITE PLAN IS FINAL. Please note any complaints are to be in writing to the Committee and posted to the Secretary of the Society, PO Box 53, Fairlie 7925.

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

NO PARTY STRING, SILLY STRING or FART BOMBS TO BE SOLD ON THE GROUNDS.

NO LASER LIGHTS TO BE SOLD ON THE GROUNDS.

Contact details will be shared with a small number of media.

For all site enquiries, please re-read the above and if your query is not answered then please email mackenzieapsociety@gmail.com and your query will be forwarded to the Trade Committee.

TRADE SITE CATEGORIES

MACHINERY, CARS, MOTORBIKES

If you would like more than one site, please ensure you order the quantity that you are needing. Please ensure you list exactly what you are displaying / selling in the extra fields portion.

Class 1 6m X 7m Non-Powered Site

Class 2 6m x 7m Powered Site (limited number available)

BUSINESS TRADE

If you would like more than one site, please ensure you order the quantity that you are needing. Please ensure you list exactly what you are displaying / selling in the extra fields portion.

Class 3 6m X 7m Non-Powered Site

Class 4 6m X 7m Powered Site (limited number available)

CRAFT

If you would like more than one site, please ensure you order the quantity that you are needing. Please ensure you list exactly what you are displaying / selling in the extra fields portion.

Class 5 6m X 7m Non-Powered Site

CLOTHING

If you would like more than one site, please ensure you order the quantity that you are needing. Please ensure you list exactly what you are displaying / selling in the extra fields portion.

Class 7 6m X 7m Non-Powered Site

PLANTS, GARDEN, LANDSCAPING

If you would like more than one site, please ensure you order the quantity that you are needing. Please ensure you list exactly what you are displaying / selling in the extra fields portion.

Class 9 6m X 7m Non-Powered Site

PROMOTIONAL - SCHOOLS

If you would like more than one site, please ensure you order the quantity that you are needing. Please ensure you list exactly what you are displaying / selling in the extra fields portion.

Class 11 6m X 7m Non-Powered Site

Class 12 6m X 7m Powered Site (may/may not be available)

PROMOTIONAL - CLUBS

If you would like more than one site, please ensure you order the quantity that you are needing. Please ensure you list exactly what you are displaying / selling in the extra fields portion.

Class 13 6m X 7m Non-Powered Site

PROMOTIONAL - OTHER

If you would like more than one site, please ensure you order the quantity that you are needing. Please ensure you list exactly what you are displaying / selling in the extra fields portion.

Class 15 6m X 7m Non-Powered Site

EQUESTRIAN AREA

If you would like more than one site, please ensure you order the quantity that you are needing. Please ensure you list exactly what you are displaying / selling in the extra fields portion.

Class 17 6m X 7m Non-Powered Site

ALPACA AREA

If you would like more than one site, please ensure you order the quantity that you are needing. Please ensure you list exactly what you are displaying / selling in the extra fields portion.

Class 19 6m X 7m Non-Powered Site

NON-CONVENIENCE, OFF-SITE FOOD/DRINK

ONLY non-convenience food/drink sold for off-site use, examples would be spices, syrups, chutneys, etc. All convenience, to be eaten on-site food is done via a tender process in Oct/Nov. If you have any questions, please contact the secretary mackenzieapsociety@gmail.com

If you would like more than one site, please ensure you order the quantity that you are needing. Please ensure you list exactly what you are displaying / selling in the extra fields portion.
Class 21 6m X 7m Non-Powered Site

OTHER

This option is if you do not "fit" into another category. Please ensure you state clearly in the Extra Fields what you are selling/displaying.

If you would like more than one site, please ensure you order the quantity that you are needing. Please ensure you list exactly what you are displaying / selling in the extra fields portion.

Class 23 6m X 7m Non-Powered Site

Class 24 6m X 7m Powered Site (may/may not be available)

STEP BY STEP PROCESS FOR APPLICATION

Step 1: Go to <https://showday.online/>

Step 2:

FIRST TIME USER OF SHOWDAY ONLINE

Step 2: Click on the link that says **Register** (near the top right)

Step 2a: Follow the instructions to Register (this is where you will enter all of your contact details). Pay close attention to correctly entering your details. I cannot alter these on your behalf, so correct capitalization, correct email address, etc is very important.

Step 2b: Open up the email account you registered with to find the email from Showday. It has a link you click on to set your password. Click on that link. Showday will open and you will need to click **LOGIN**. This will open another page where you can set your password. Do this and then click **SAVE**. This should automatically log you in and you will see your name at the top. Next to your name is a button that says **HOME & SHOWS**. Click on that button and then go to Step 3.

NON-FIRST TIME USER OF SHOWDAY ONLINE

Step 2: Click on the link that says **Login** (near the top right), enter the email and password you registered with. Go to Step 3.

Step 3: Scroll down the Open for Entries list on the right-hand side of the page until you reach Mackenzie County A&P Society

Step 4: Click on the words **Mackenzie County A&P Society** (they are highlighted in blue)

Step 5: Scroll down to the area on the left where it says "**Name of Exhibitor/Competitor**" and type in your Business Name. Leave "**Exhibit**" blank. If you need more than one site, increase the number from 1 to the amount you need under "**Number of Entries**". The exception would be if you needed two types of sites... i.e. you want to order 4 sites but only 1 needs power. You would order these separately, 3 non-powered sites and 1 powered site.

Step 6: Click on "**Trade Space**" (this is at the TOP of the SELECT CLASSES list on the right)

Step 7: The Conditions of Trade Space information will pop up. Please read this and then click on **OK** at the bottom

Step 8: After clicking OK, you will be returned to the Mackenzie page and all of the Trade Site options will be available (Machinery, Cars, Motorbikes; Business Trade; Craft; Clothing; Plants, Garden, Landscaping; Promotional: Schools; Promotional: Clubs; Promotional: Other; Equestrian Area; Alpaca Area; Non-Convenience, Off-Site Food/Drink; Other). Click on the area that suits you best.

Step 9: Information will pop up. Please read this and then click **OK** at the bottom

Step 10: Click in the box next to the "Class" that suits you best (non-powered or powered). This will put a tick in the box of the class you want.

Step 11: Look over to the left, under the area where you typed your name and click on the green button "**Add Entry**", this will bring up a pop up box where you will need to add some details...

ITEMS SOLD/DISPLAYED is where you list a description of what you sell/promote

OPT ADDITIONAL INFO is where you add details like "prefer to be near children's activities" or "request same area as last year" etc. or type n/a if you have nothing further to add.

OPT ADDITIONAL INFO if you have nothing further to add type n/a

Once done, click on save which is at the bottom right of the pop up box

Step 12: The program will add your entry and then display it in "YOUR CLASSES" under the green Add Entry button. If you need to change something you can Edit or Remove. Once you are happy with the list, click on the "**Continue**" button which is blue and is directly below "YOUR CLASSES"

Step 13: This will take you to what is equivalent to a shopping cart. The first part of the cart is your "**CLASSES**" section. Scroll down to check the sites you have ordered. If something is not right, click on the "**BACK**" button at the top left to edit, remove or add a site. If your requested sites are correct, keep scrolling down. Bypass the **MEMBERSHIPS** section as this doesn't affect Trade Site prices. The **EXTRAS** section is where you will order extra gate passes if needed. If you don't need to order any additional passes, just scroll through the Extras section and leave the numbers as 0. Go to Step 14.

If you DO need extra passes, scroll down the alphabetical Extras list until you reach this part of the list.....

Gate Entry Adult	15.00	<input type="text" value="0"/>	\$0.00
Gate Entry Child (5-15 yrs) age 5-15	5.00	<input type="text" value="0"/>	\$0.00
Gate Entry Trade, one per site Limit one per site	10.00	<input type="text" value="0"/>	\$0.00

Trade sites are allowed to add one \$10 Gate Entry Trade. Click in the box next to Gate Entry Trade to change the 0 to a 1. If you need more than one additional entry pass, you may order as many \$15 Gate Entry Adult passes as needed. Click in the box next to Gate Entry Adult to change the 0 to as many extra passes as you would like to order. Once you have ordered any extra entry passes that you need, scroll down to the bottom of the Extras list and click the **UPDATE** button which is below the Extras list.

Step 14: If you are happy with your order, click on **I AGREE** which is located under your **ENTRY TOTALS**

Step 15: Click on the green **CONTINUE** button which is located under I AGREE.

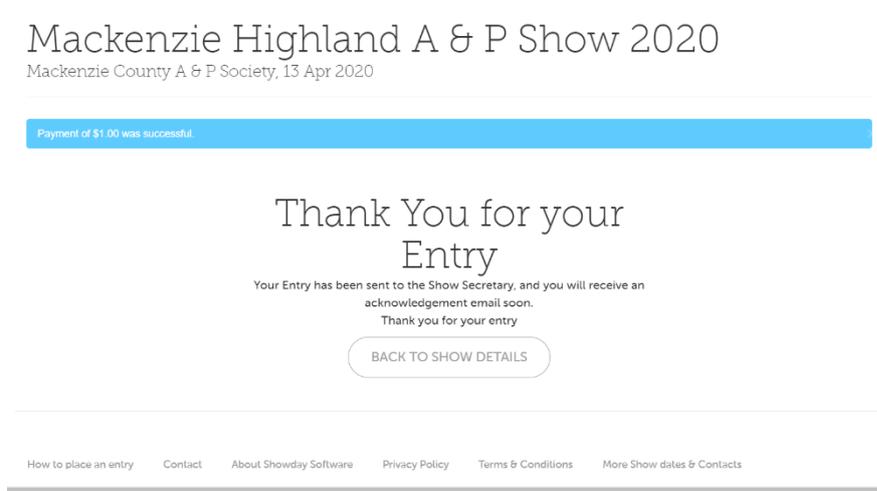
Step 16: Click on the blue **PAY WITH POLI** button

Step 17: Choose your bank and click continue.

Step 18: Enter login details

Step 19: Choose your account. If given the option, under Code, please type Trade and under Reference, please type your phone number. Follow onscreen instructions and click on Pay. Don't reload or leave the page.

Step 20: Once the order is successful, you will automatically redirected to a screen that looks like this (if you don't, something has gone wrong in the payment process):



You will also be sent an email to the email address you registered with confirming your successful entry. **If you do not see it, please check your spam/junk folder.** Once entries are closed the Trade Committee will process the applications. Once accepted by the Trade Committee, you will be emailed your gate passes (these are new, electronic passes that will have a barcode which will be scanned at our entrance). You can either print out the passes or have them ready to scan on your mobile phone.

WELL DONE!!! You made it through. Thank you again for supporting the Mackenzie Highland A&P Show. It will be much easier next year after having made it through the process once.

Kind regards, Jodi Payne, Secretary and the Trade Committee