

**MACKENZIE COUNTY A & P SOCIETY HIGHLAND SPRING FLING  
LABOUR WEEKEND SUNDAY – 25<sup>th</sup> OCTOBER 2020  
Fairlie Showgrounds, 1 Gillingham St, Fairlie  
[mackenzieapsociety@gmail.com](mailto:mackenzieapsociety@gmail.com) 03.685.8977**

**REGISTRATIONS CLOSE 16th October 2020 (contact the Secretary if late)**

We were so disappointed to have no choice but to cancel our Easter Monday, Mackenzie Highland A&P Show. Hopefully, the country will remain at a level where we can hold large scale outdoor events from now on. To that end, we are already thinking ahead to our next Easter Monday Show on the 5th of April 2021 and we do hope you will mark that date on your calendars. Applications will be released in January 2021.

As you can imagine, not holding the Easter Monday Show was a huge financial blow to the Committee, however, we realise it was a huge financial blow to those businesses which support us as well and we would like to support you and say Thank You for supporting us in the past. We realise many businesses rely on our annual Easter Monday Show as an important source of income. As a Committee, we have been talking about what WE can do to help YOU. After getting some very positive feedback, we have decided to hold a 'Mackenzie Highland Spring Fling' on Sunday, October 25th (the Sunday of Labour Weekend). A site(s) will be offered at no cost to you and we simply ask that you consider a small donation at the end of the day, though this would in NO way be expected (see reverse for power options which would incur a small cost). We will have a large area marked out for businesses to set up and you will be directed to this area on arrival. Sites will not be allocated prior to the event. Set up will be on a first come, first in basis. Organising a day like this will not 'compete' with what we do on Easter Monday in terms of the size of crowd expected, but we feel it is something we can do to help YOU and also to engage with our local region.

We would hope to attract the public by providing free entry, shopping sites, food stalls and entertainment (some non-A&P competitions, music, demonstrations). After we have a better idea of what is on offer, we will email out some promotional material. Any help from you in distributing this would be much appreciated! As well as ideas for free/inexpensive entertainment.

Kind regards, Jodi Payne, Secretary, and the Mackenzie A&P Committee

**ALL REGISTRATIONS MUST BE ON THIS OFFICIAL FORM**

BUSINESS TRADING NAME: .....

CONTACT NAME: .....

ADDRESS: .....

.....

TELEPHONE NO: .....CELL PHONE NO: .....

EMAIL:.....

**APPROXIMATE SIZE OF SITE REQUIRED:.....(SITES WILL BE ALLOCATED ON THE DAY)**

**DESCRIPTION OF ITEMS SOLD:.....**

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

- Please email registrations to: [mackenzieapsociety@gmail.com](mailto:mackenzieapsociety@gmail.com)
- For ALL site enquiries, please read the Conditions Sheet and if your query is not answered there, please email [mackenzieapsociety@gmail.com](mailto:mackenzieapsociety@gmail.com)

# MACKENZIE A & P SOCIETY

## CONDITIONS OF TRADING

**REGISTRATIONS ARE NOW INVITED** for our Highland Spring Fling (see official Application Form).

**ALL REGISTRATIONS CLOSE 16th October 2020.** Please email the Secretary if you would like to register after the 16<sup>th</sup> of October.

**TRADE DISPLAY SITES ARE ALLOCATED ON THE DAY. THERE IS NO PRE-ALLOCATION OF SITES.** Please state clearly the approximate size of the site required. **Make sure that you have allowed sufficient space for gye ropes/crowd space, etc.**

**Limited power sites are available. We cannot guarantee access to power. These will be on a first come, first served basis.** While there is no charge for a site, there is a cost for power which will need to be paid to the Secretary on the day at a cost of \$50.00 (GST incl) per site. Power being one 15 amp 3 pin plug.

**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 NOT REQUIRED**

**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 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 (due to the H&S policy).

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

**NO LASER LIGHTS TO BE SOLD ON THE GROUNDS.**

### **FOOD/BEVERAGE VENDOR ADDITIONAL INFORMATION**

**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 Event. This form is included in the Registration Information.

**CONVENIENCE FOODS AND BEVERAGES** prepared & sold on the grounds are may only be **SOLD** from designated **FOOD** sites who have registered with the Secretary and registered with the District Council.

**For all site enquiries, please re-read the above and if your query is not answered then please email [mackenzieapsociety@gmail.com](mailto:mackenzieapsociety@gmail.com)**

Please return completed Application for Food Form  
to the Environmental Health Unit Timaru District Council  
*prior* to the event.



You may email to [enquiry@timdc.govt.nz](mailto:enquiry@timdc.govt.nz)  
or post to PO Box 522, Timaru 7940,  
or deliver to Timaru District Council, 2 King George Place, Timaru.

 <p>TIMARU TDC DISTRICT COUNCIL</p>	<h3>APPLICATION FOR FOOD/COFFEE STALL</h3>
	<p>Event: Highland Spring Fling, to be held at the Fairlie Showgrounds, 1 Gillingham St, Fairlie (organiser Mackenzie A&amp;P Society, <a href="mailto:mackenzieapsociety@gmail.com">mackenzieapsociety@gmail.com</a>)</p>
	<p>Date: <b>25 October 2020</b></p>

Please return completed form to the Environmental Health Unit Timaru District Council *prior* to the event. You may Email to [enquiry@timdc.govt.nz](mailto:enquiry@timdc.govt.nz) or post to PO Box 522, Timaru 7940, or deliver to Timaru District Council, 2 King George Place, Timaru.

Name: .....

Contact Person: .....

Contact Telephone Number: ..... E-mail: .....

Registered Food Premises / Charity Organisation - Fundraiser / Community Group - Fundraiser  
(Please circle as appropriate)

<p><b><u>Registered Food Premises:</u></b></p>
<p>District Council you are licensed with ..... or MPI Registration details .....</p>
<p><b>*** Please ensure you have a copy of your CURRENT certificate with you on the day ***</b></p>

### FOOD

Please provide details of foods to be sold: .....  
.....  
.....

Where will ingredients/food be purchased from?: .....  
.....

### FACILITIES

What water will be available in stall? .....

What facilities will be available for handwashing? .....  
.....

What facilities will be available for washing food utensils/equipment? .....  
.....

What rubbish and waste-water disposal facilities will be available? .....

.....

What first aid equipment is available at stall (or elsewhere at site)? .....

.....

Will LPG be used at your stall? Yes / No

If "yes", Will fire safety equipment be available? Yes / No

### TEMPERATURE CONTROL

How will you ensure cold food is kept cold (1 °C – 5 °C)? .....

.....

How will you ensure hot food is kept hot (above 60 °C)?.....

.....

How will you check temperatures? .....

.....

How will you ensure high risk food is cooked or reheated adequately (>75 °C)? .....

.....

### FOOD HANDLING

How will food be transported to the site? .....

.....

What food preparation will be done on site? .....

.....

Will food be prepared anywhere else? .....

.....

How will food be stored at the site? .....

.....

How will raw and ready to eat food be kept separate? .....

.....

What protective clothing will food handlers be wearing? .....

Signed: .....

Dated: .....

_____ ENVIRONMENTAL HEALTH OFFICER	DATE: _____
Approved / not approved	
Approval reference        /        /	