

**THE FOOD LOVER'S  
DREAM IS BACK!**



**16 – 17 JULY, 2022**  
CLAUDELANDS EVENTS CENTRE

**WWW.  
GREATNZFOODSHOW  
.CO.NZ**

# **EXHIBITOR MANUAL 2022**

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## THANK YOU TO OUR SPONSORS



CLAUDELANDS

# WELCOME

Welcome to your Great New Zealand Food Show exhibitor manual, we are so pleased you have chosen to be a part of this exciting foodie event.

This Event Manual is an essential tool to ensure you have a safe and enjoyable event experience. Please keep this manual saved so you can refer to it, along with the exhibitor terms and conditions when planning your site.

If you find your question/s can't be answered, please send our Exhibitor Manager Natalie an email she will be more than happy to help.

**Key Contact:**

Natalie Murray

natalie@coreevents.co.nz | 027 370 6177

## Key dates & times

**Set up:**

Friday 15 July                      8.00am - 6pm

**Public Dates:**

Saturday 16 July

Sunday 17 July

**Public Hours:**

9.00am – 4.00pm

9.00am – 4.00pm

**Restocking During Event:**

Restocking 8.00am - 9.00am and  
4.00pm - 5.00pm

**Breakdown:**

Sunday 17 July

4pm - 7pm

# CHECK LIST



- I have completed my Show Guide listing (due by 25 June)
- I have booked extra power, if needed
- I have test and tagged all electrical leads
- I have booked Internet with Claudelands
- I have booked extra chiller/freezer space if i require it
- I have hired all equipment needed for my site
- I have booked in any additional lighting needed
- I have completed my Health & Safety Induction as well as all my staff
- I have completed my Hazard ID & Management Form if I have any specific site hazards
- My Public Liability Insurance is current
- I have organized and booked any signage requirements
- I have paid the balance of my site fee before the due date
- I have enough High Viz vests for pack-in and pack-out for my team
- If I have food being prepared or cooked at the Show, I have sent Natalie a copy of my Food Certificate (due 1 July)
- If I have alcohol on my site, I have applied for my on-site and/or off-site licence (due by 10 June)
- If I have display vehicles or large items, I have informed Natalie and have arranged to arrive earlier on setup day, to ensure I can get them onto my sites

» [Terms & Conditions](#)

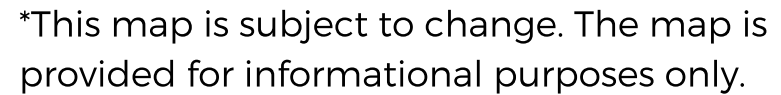
» [Additional Power, Tickets & Chiller Space](#)

» [Show Guide Listing](#)

» [Hazard Identification](#)

» [Health & Safety form](#)





# VENUE MAP



Claudelands Events Centre  
Gate 4, Brooklyn Rd

## Exhibitor Carpark:

Gate 4, Brooklyn Road (please  
check the map included as to  
location)

# GENERAL INFO

## SITES DO NOT INCLUDE:

Hire equipment and furniture, LPG, Wi-Fi broadband and eftpos. It is the exhibitor's responsibility to organise these services directly.

## Show Office & exhibitor check in

Please report to the Show Office on arrival of set up day to collect your exhibitor passes and essential info. The Show Office is located in the concourse at the top of Hall A and will be manned at all times during the show.

### SET UP:

FRIDAY 15 JULY  
8.00AM - 6PM

### RESTOCKING DURING EVENT:

FROM 8.00AM - 9.00AM  
AFTER 4.00PM TO 5PM

### BREAKDOWN:

SUNDAY 17 JULY - 4PM -7PM

## Exhibitor passes

All exhibitors must have an exhibitor pass which needs to be worn at all times. Passes will be checked and clipped on arrival. Exhibitors will receive up to 3 tickets per stand (maximum of 6 for multiple sites). Additional exhibitor passes can be purchased at \$20 each (+GST).



[Book additional tickets here](#)

## Security:

Security will be on duty from Saturday 16th July 8am - 4pm and Sunday 17th July from 8am - 7pm.

It is important to keep your stand staffed at all times. We encourage you to take out personal and other appropriate insurance to cover your display and any unforeseen circumstances.

# GENERAL INFO

## **Courier**

For inbound freight deliveries to the Show please ensure that they are all addressed correctly including your Show Site number and Company name. Please ensure carriers know the site access is via Gate 6 (Brooklyn Rd) and the times of preferred delivery, as they cannot expect access at night or very early in the morning. Please ensure your courier knows the drop off / collection point.

### **Please address to:**

Claudlands Event Centre  
C/o- The Great NZ Food Show  
Gate 6 Brooklyn Road, Hamilton 3214

## **LPG**

You must make your own arrangements for the supply of LPG and ensure your cylinders, connections and hoses are certified and comply with health and safety regulations.

## **Insurance**

Neither the organisers nor Claudlands Events Centre, their employees, agents or other representatives shall be held responsible, liable or accountable for any loss, damage, harm or injury to the person or property of any exhibitor, or any employee, agent or representative of any exhibitor. Exhibitors are recommended to consult their own insurance companies for proper coverage of their displays and goods. It should cover the total duration of the show including setup and pack down and include public liability insurance.

## **Internet**

There are a few different options available to you for internet connections during the event. Please view the booking form on page 20 for internet options available to you.



# AMENITIES

## **Forklifts & Hand Trolleys**

If you require a trolley to help with setup and pack down we recommend that exhibitors bring their own trolleys to avoid delay, as the venue only have a few available for use. Forklift services are available to move stock for you. Please report to the show office to request a forklift and driver.

## **Rubbish**

Recycle and Rubbish bins will be allocated in various locations on site. Please be mindful and as ecofriendly as possible with packaging.

## **Site signage**

Advertising on your site is great, we ask that you keep your signage within your site boundaries, not hanging in or across roadways, isles or blocking adjacent sites.

## **Partition Walls**

Partition walls are a great way to display advertising on your site, All sites include 2.3m high, side and back wall (excluding side walls on corner sites) partitions covered in black material suitable for velcro or pins. Please note food vendor sites are not partitioned.

## **Chiller/Freezer Storage**

We have limited chiller and freezer storage available for your use at \$50 +gst for two days. Booking is essential.



[Book chiller /freezer space here](#)

## **Animals**

No animals or pets, with the exception of seeing-eye dogs and hearing dogs, are permitted in the venue.

# FOOD VENDOR SITES

## **Food Stalls Permits Hamilton City Council**

All caterers must be registered with the local authority. In addition to this local bylaw requires qualified personnel (in food handling) to supervise onsite food preparation. There are some exemptions that may apply.

## **Handling Food**

Food safety is required at The Great NZ Food Show. You must ensure standard hygiene and safe food practices are maintained. You must also meet the requirements of Hamilton City Council. This will be monitored by Hamilton City Council and The Great NZ Food Show organisers.

## **Fire Permits**

Intending to use braziers or light fires, contact the Hamilton City Council for permits, advice and procedure.

## **Water**

If you require water or grey water disposal please contact [Natalie@coreevents.co.nz](mailto:Natalie@coreevents.co.nz)

## **Packaging**

We will have rubbish bins set up around the site for general waste and recycling. Please try your best to use compostable or recyclable packaging as we want to be Eco friendly Kiwis.

# POWER

## **All electrical equipment must be tested and tagged. These will be checked.**

Each site is supplied with 10amps which is included in site fees.

Helpful hints to determine your supply requirements: Identify all electrical appliances, motors, lights, TVs, computers, kettles etc. intended to be used on your site.

Check their specifications or labels for current usage. Most electrical appliances have a tag on them which tells you the amps (A) or watts (W) of the appliance. It's usually something like '1.2A' or '300W'



**Book additional  
power here**

# ALCOHOL MANAGEMENT PLAN

**There is an Alcohol Management Plan (AMP) in place for the event.**

**Any exhibitor providing or selling alcohol must read the AMP and apply for a Special licence for the event based on the specifics outlined in this manual.**

- If your site is within the Seat & Eat Zone, you can apply for on site special licence, which will allow you to sell by the glass.
- You can also apply for an off site licence. This allows you to offer tasting and sell your product for off site consumption.
- If you require both licences, ensure you apply for both of them together, then you will only be charged one fee for both licences.
- If your site is outside this area you can apply for an off site licence only. Allowing you to offer tastings and sell your product for off site consumption.
- If you need a Hamilton City Council application form to apply for a special licence, please contact Natalie ([natalie@coreevents.co.nz](mailto:natalie@coreevents.co.nz)) and she will email you all the information you need to apply.
- Hamilton City Council have classed our event as CLASS 2, which means it will cost \$207.00 (inclusive of GST).

Your licence must be displayed on your site during the event, along with the liquor policies (as per the AMP) and your Duty Managers Name.



# SALE OF ALCOHOL

## Process

Please refer to the Great NZ Food Show Alcohol Management Plan

- Determine whether or not you require a Special On site or Off site licence. (Only sites in the Seat & Eat Zone can apply for an on site licence)
- Read and complete the Application for a Special On site and/or Off site Licence.
- Attach the following documents to your application
  - Your General Manager's certificate
  - A copy of the Alcohol Management Plan
  - Application fee of \$207.00 (incl GST)
- Fill in and sign the licensee Agreement & Declaration form (last page of our AMP) and email through to Lisa along with your special licence, once you have received it.

## Trading days & hours

If your site is within the Seat & Eat Zone and you need to apply for both the on site and off site licences, ensure you apply for them both together. This way the fee of \$207.00 (incl GST) will cover both licence.

## Prohibited persons

Alcohol may be sold under the licence only on the following days and during the following hours: 9.00am to 5.00pm Sat 16 July and 9.00am to 4.00pm Sun 17 July 2022.

## Management on Premises

The licensee must take the following steps to ensure that the provisions of this Act relating to the sale or supply of alcohol to prohibited persons are observed:

- Statutory signage displayed regarding sale to prohibited persons, ie. no serving/sale of alcohol to minors/intoxicated persons and ID required.
- The licensee must abide by all conditions outlined in the Sale and Supply of Alcohol Act 2012.
- The nominated duty manager will be responsible for complying with the Act in relation to sale of alcohol on their site.
- No Duty manager on site means no alcohol can be sold and a sign must be showing stating this.

## Drinking water

We would encourage you to make provision for free water on your site as per the Act.

## Containers

Alcohol may be sold in the following types of containers only:

- Sampling is to be done in a sanitary manner. i.e. sample vessels only used once per tasting and must be either disposed of or adequately washed and dried.
- All alcohol is to be served in plastic cups or cans. NO GLASS.
- Products to be taken away from the premises for consumption must be sealed and provided to the customer in a bag.

## Selling by the glass

If your site is within the Seat & Eat Zone, you are able to sell alcohol by the glass for consumption at the show. You will need to apply for a special on site licence. However, if you are selling alcohol by the bottle to be taken away from the Show, then you require a special off site licence.

# HEALTH & SAFETY GENERAL



[Complete your H&S induction online](#)



[Complete your Hazard ID form](#)

## **Hazards**

If you come across a hazard please take one or more of the following actions and report it to Event Staff:

- Eliminate
- Isolate
- Minimise

## **Test & Tag**

All electrical equipment must be tested and tagged, these will be checked.

## **Fire Safety**

In the interest of public safety, all fire exits, air conditioning vents, lighting and sound controls, fire compliances and power distribution boards should remain clear at all times.

## **Hand Washing**

If you are cooking or handling unwrapped food in anyway you must have hand washing and sanitising facilities within your own site or in its immediate proximity. The minimum acceptable standard for this event is water in a container with a tap, a bucket to catch waste water, soap, paper towels and sanitising gel.

## **Cooking/Preparing Onsite**

If you are cooking onsite you must use disposable plates/serviettes/cutlery for serving the food. You must also have either:

- Hot water washing facilities for your cooking and serving equipment or utensils; OR
- Carry sufficient spare cooking and serving equipment to maintain safety standards throughout the day and remove all cooking and serving utensils at the end of each day for hot water washing off-site
- Sanitiser solution must be used when wiping all surfaces
- You must follow any conditions or guidelines as set out by the Hamilton City Council and forms as part of your food permit
- Any exhibitor cooking onsite must carry at least one dry powder extinguisher of a minimum 2kg capacity per 200m<sup>2</sup> of floor area. Each extinguisher shall be mounted near an exit way with extinguishers clearly marked with approved signage and be visible within the building.

# HEALTH & SAFETY

## PRE-EVENT, DURING & BREAKDOWN

It is very important to us that we all have a great Show and that no one gets injured. It is a Health & Safety requirement that all practicable steps be taken to ensure the safety of all your staff and the public.

### **During set up:**

During the set up days of the Show there is a large amount of movement and contractors on the site on behalf of Core Events and other exhibitors. To ensure a safe environment for all, you are required to follow the following conditions;

- All exhibitors and staff MUST complete a H&S Induction prior to entering the site.
- All exhibitors onsite during setup and breakdown MUST wear a high visibility vest.
- Site Hazard ID Form to be completed prior to site setup.
- Do not enter any area where a barrier has been erected.
- Only authorized people are to be on site over this time.
- No children or animals are allowed on site.
- Appropriate safety gear must be worn where applicable.
- No smoking inside the buildings at all time.
- No alcohol on site or consumed at all times.
- No welding, burning or soldering is to be conducted on site in any buildings without the issue of a hot works permit by the Management Team.
- Drivers must observe all traffic flow, speed and clearance instructions on site.
- Electrical work is to be undertaken by registered engineers only (see our suppliers).
- All hazards and injuries must be identified and reported to the Core Events Management Team.
- Appropriate footwear to be worn, no open-toed shoes or sandals.

### **During the show:**

- All hazards must be identified and reported to the Core Events Management Team.
- All injuries must be reported to the Core Events Management Team.
- Note the evacuation procedures for fire in the Health & Safety manual.
- Ensure all power and other cabling is secured to the floor and there are no trip hazards.

### **Show breakdown:**

- All exhibitors onsite MUST wear a high visibility vest.
- Take special care with materials pulled apart quickly; look out for staples and nails.
- Make sure there are 2 staff members on hand to lift heavy items.
- Ensure any items being packaged and freighted are clearly labelled with the correct address.
- Appropriate footwear must be worn at all times.



[Complete your Hazard ID form](#)



[Complete your H&S induction online](#)

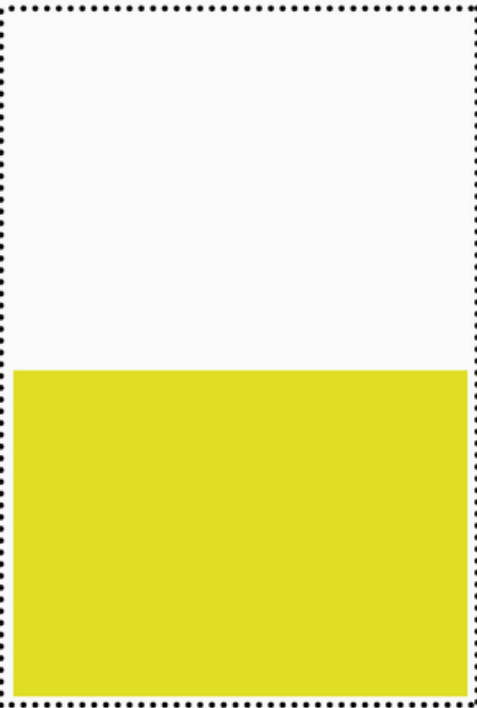
# YOUR SHOW GUIDE LISTING

## Exhibitor Listing

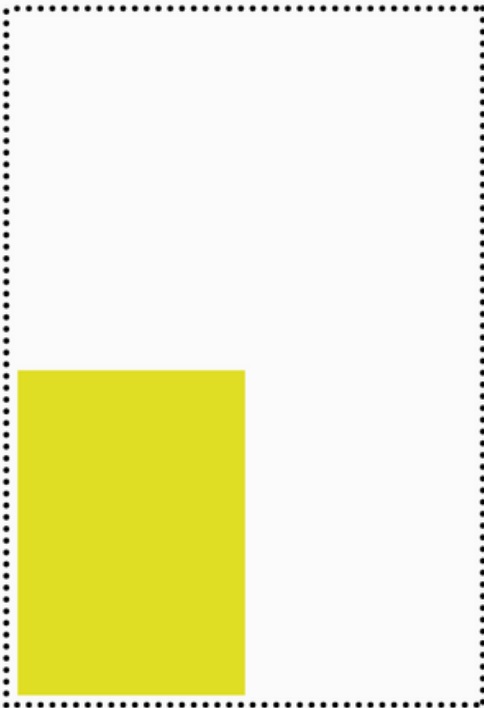
Don't forget to complete your FREE Exhibitor listing that will be used for the printed Show Guide and digital listings. Show guides are provided free to all visitors attending the show.

## Advertising options:

Raise the profile of your business to a wider audience and highlight your products and services or show specials by booking space today. Adverts can be booked via the Show Guide Listing Form.



Half page



Quarter page



Product feature

**Deadline: 25 June**

**Complete your listing here**



# PREFERRED SUPPLIERS

## **Carlton Party Hire**

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Website: [carltonpartyhire.co.nz](http://carltonpartyhire.co.nz)  
Contact: Gwen Johnston  
Phone: 021 547 608  
Email: [gwenj@carltonevents.co.nz](mailto:gwenj@carltonevents.co.nz)

## **Exhibition Hire Services**

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Website: [exhibitionhire.co.nz](http://exhibitionhire.co.nz)  
Contact: Gwen Johnston  
Phone: 021 547 608  
Email: [gwen@exhibitionhire.co.nz](mailto:gwen@exhibitionhire.co.nz)

## **Sign Pro**

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Website: [signpro.co.nz](http://signpro.co.nz)  
Contact: Mat  
Phone: 021 796 776  
Email: [mat@signpro.co.nz](mailto:mat@signpro.co.nz)

## **SBI Productions**

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Webiste: [sbi-productions.co.nz](http://sbi-productions.co.nz)  
Contact: Russell Fricker  
Phone: 07 843 3718  
Email: [info@sbi-productions.co.nz](mailto:info@sbi-productions.co.nz)

## **Corporate Rentals Ltd**

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Webiste: [www.corp-rentals.co.nz](http://www.corp-rentals.co.nz)  
Contact: Tony French  
Phone: 0508 447 337 ext: 1 for sales  
Email: [showroom@corp-rentals.co.nz](mailto:showroom@corp-rentals.co.nz)

# WHAT NEXT?

We can't wait to welcome  
you and all our visitors to  
The Great New Zealand Food Show  
2022... See you there!

## QUESTIONS

Natalie Murray - Exhibitor Manager  
Email: [natalie@coreevents.co.nz](mailto:natalie@coreevents.co.nz) Phone:  
027 370 6177

