

EXHIBITOR MANUAL



22-24 JUNE 2014
ASB SHOWGROUNDS
GREENLANE, AUCKLAND NZ

www.finefoodnz.co.nz



22 – 24 June 2014
ASB Showgrounds

Important Dates

Contractor Build-up (EHS, Show Light and Power only)

Friday	13 June 2014 – Hall 1 & 2	8am - midnight
Saturday	14 June 2014 – Hall 1 & 2	8am – midnight
Friday	20 June 2014 – Hall 3 & 4	8am – midnight

These times are for stand-builders and contractors only.

Design and Builds

Friday	13 June 2014 – Hall 1 & 2	1pm - midnight
Saturday	14 June 2014 – Hall 1 & 2	8am – midnight

Friday 20 June 2014 – Hall 3 & 4 Access via organisers

Please ask organisers for access time on Friday. There will be security at the gate to ensure you fall within your access time, if you come before you access time you will be turned away, and told to come back at the correct time.

Exhibitor Build-up

Tuesday	17 June 2014 – Hall 1 & 2	8am – 8pm
Saturday	21 June 2014 – Hall 1, 2, 3 & 4	8am – midnight

Show Hours

Sunday	22 June 2014	10am – 5pm
Monday	23 June 2014	10am – 5pm
Tuesday	24 June 2014	10am – 5pm

Exhibitors can gain entry up to two hours before opening time.

All stands must be completed for the opening of the show by 10am Sunday 22 June 2014.

Exhibitor and Contractor Breakdown

Tuesday	24 June 2014	5.30 – 8pm
Wednesday	25 June 2014	8am – 12noon

Breakdown will commence approximately 30 minutes after the close of the show. All product and stands must be cleared from the venue by 12noon, Wednesday 25 June 2014.



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Removal of product from stands will commence at 5.30pm on Tuesday 24 June, 30 minutes after the close of the show (subject to halls being cleared of visitors). Exhibitors are advised to remove all valuables and portables items at this time.

We strongly advise that you pay attention to your stock and equipment, as this is the hardest time for maintaining security. Take anything of value with you and if you are leaving items to be collected by couriers, make sure they are clearly labelled and picked up before midday on Wednesday. Exhibition Hire Services will be in at 0800 on Wednesday morning to begin removing stand panels, please ensure that you have removed all posters, displays, product etc from your panels before leaving on Tuesday night.

We ask that for safety and efficiency reasons, that your stand contractor does not commence stand, flooring or rigging dismantle until 7.30pm after the majority of shell exhibitors have moved out. This initiative will ease congestion.

Questions

If you have any questions about any of the information contained in this section of the Exhibitor Manual please contact Brittany Dunn, Event Coordinator on Tel: (64) 9 376 4603 or Email: brittany@northporteevents.co.nz



Checklist for Exhibitors

This checklist is designed to make organising your stand as easy as possible.

- **Compulsory forms**
- **Optional forms**
- **Additional Services**

Deadlines	Order forms FFA14	Completed
Compulsory forms		
20 May 2014	Buyers Guide	<input type="checkbox"/>
3 June 2014	Nameboard	<input type="checkbox"/>
9 June 2014	Public Liability	<input type="checkbox"/>
	Exhibitor Badges	<input type="checkbox"/>
Optional forms		
16 April 2014	Sampling / Selling Alcohol	<input type="checkbox"/>
26 May 2014	Stand/design & build construction	<input type="checkbox"/>
1 June 2014	Best New Product Awards	<input type="checkbox"/>
3 June 2014	Gas cooking	<input type="checkbox"/>
	Plumbing	<input type="checkbox"/>
9 June 2014	Sampling food & drinks	<input type="checkbox"/>
10 June 2014	VIP Nominations	<input type="checkbox"/>
16 June 2014	Storage	<input type="checkbox"/>
Additional services		
26 May 2014	Audio visual	<input type="checkbox"/>
	Carpet change	<input type="checkbox"/>
	Furniture hire	<input type="checkbox"/>
	Internet / Eftpos	<input type="checkbox"/>
	Power and lighting	<input type="checkbox"/>
	Plant hire	<input type="checkbox"/>
	Refrigeration	<input type="checkbox"/>

* Optional forms. Some forms maybe essential depending on your requirements.



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Contacts List

This contact list will help you to organise your stand. For the latest information and order forms you need to log into the exhibitor login area of the website.

Questions?

If you have any questions about any information contained in this section of the Exhibitor Manual please contact:

Event Coordinator, Brittany Dunn: Tel: (64) 9 376 4603 / Email brittany@northporteevents.co.nz

Fine Food New Zealand: North Port Events and Diversified Communications Australia

Dona White

CEO

T: (64) 9 376 4603

M: (64) 21 808 738

Email: dona@northporteevents.co.nz

Jon Perry

Group Exhibition Director

T (61) 3 9261 4562

M: (61) 405 128527

Email jperry@divexhibitions.com.au

Tim Wilson

Sales Manager

T: (64) 9 376 4604

M: (64) 21 083 71526

Email: tim@finefoodnz.co.nz

Rade Cosic

International Sales

T: (61) 3 9261 4665

M (61) 405 490 075

Email: rcosic@divexhibitions.com.au

Gavin White

Director Finance & Operations

T: (64) 9 376 4603

M: (64) 21 807 739

Email: gavin@northporteevents.co.nz

Georgina de Jong

Operations Manager

T: (64) 9 376 4240

M: (64) 21 615 603

Email: georgina@northporteevents.co.nz

Brittany Dunn

Event Coordinator

T: (64) 9 376 4603

M: (64) 21 157 2664

Email: brittany@northporteevents.co.nz

Rebecca Stewart

Sales & Marketing Director

T: (64) 9 376 4603

M: (64) 21 770 001

Email: rebecca@northporteevents.co.nz

Rob MacGregor

Sales & marketing Support

T: (64) 9 555 1142

M: (64) 22 315 6956

Email: rob@finefoodnz.co.nz



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Suppliers List

On the following pages suppliers can assist with hire furniture, equipment, rigging and stand design and builds. We strongly recommend that the companies you choose to assist you with your stand requirements belong to the EEAA – Exhibition & Event Association of Australasia.

www.eeaa.com.au

The Official building contractor for Fine Food New Zealand is:

Exhibition Hire Services. They can assist with furniture and equipment hire as well as independent design and build stands:

Exhibition Hire Service

Contact: Lynnaire Reedy

T: (64) 9 579 9884

Email: lynnaire@exhibitionhire.co.nz

www.exhibitionhire.co.nz

Please find on the next page a list of all the suppliers for the Fine Food New Zealand show.



Fine Food official contractors			
Carpet	Design & build / furniture hire / signs / carpet	Effpos/Telephone lines/Internet	Power & lighting
Exhibition Hire Services Contact - Lynnaire Reedy Private Bag 11-915, Ellerslie, Auckland T (64) 9 579 9884 M (64) 21 783 911 F (64) 9 579 9885 lynnaire@exhibitionhire.co.nz www.exhibitionhire.co.nz	Exhibition Hire Services Contact - Lynnaire Reedy T (64) 9 579 9884 M (64) 21 783 911 F (64) 9 579 9885 lynnaire@exhibitionhire.co.nz Z www.exhibitionhire.co.nz	ADSEL Specialty Systems Contact: Stacey Murray T (64) 09 309 0711 M (64) 21 724 125 F (64) 09 362 0113 internet@adsel.co.nz	Show Light and Power Contact - Reuben Mansfield T (64) 9 822 5100 ext. 4 M (64) 21 810 210 F (64) 9 822 5101 r.mansfield@showlight.co.nz www.showlight.co.nz
Plumbing	Rigging & Banner Hanging	Venue	
Joyce Plumbing Contact - Brittany Dunn T (64) 9 376 4603 F (64) 9 378 7659 info@nthport.co.nz www.northportevents.co.nz	Jim's Contracting Contact – Jim Thomson M (64) 27 4397 716 jimscon@extra.co.nz	ASB Showgrounds 217 Greenlane Road West, Auckland Contact - Nicola Harris T (64) 9 638 9084 F (64) 9 630 350 nicola@asbshowgrounds.co.nz Z www.asbshowgrounds.co.nz	
Fine Food additional contractors			
Audio visual equipment		Design & build / furniture hire / signs / carpet	
Edwards Sound Contact– Claire Honeycomb PO Box 12834, Penrose, Auckland T (64) 9 571 0551 F (64) 9 579 3746 M (64) 21 474 691 claire@edwardsnz.co.nz www.edwardsnz.co.nz	PC Rentals Contact - Darryl Callaghan T (64) 9 525 1191 F (64) 9 525 8157 darryl@pcrentals.co.nz	Displayways Contact - Hannah Grave PO Box 3566, Shortland Street, Auckland T (64) 9 574 6574 F (64) 9 574 6575 h.grave@displays.co.nz www.displayways.co.nz	Display Equipment Contact Kristin Barnett PO Box 12193, Penrose, Auckland T (64) 9 579 2380 F (64) 9 579 2376 kristinab@degroupp.co.nz www.degroupp.co.nz
Design & build / furniture hire / signs / carpet			
Exhibit Group Contact - Simone Fletcher PO Box 14514, Panmure, Auckland T (64) 9 570 6060 F (64) 9 574 5150 simone@exhibit.co.nz www.exhibit.co.nz	Peek Display Corporation Contact – Angela Harold T (64) 9 307 9572 F (64) 9 377 0158 M (64) 21 791 530 angela@peek.co.nz www.peek.co.nz	Unique Display Contact – Sean Cook 5 Apollo Dr Mairangi Bay 0632 T (64) 9 915 8670 M (64) 21 506 100 uniquedisplays@clear.net.nz www.uniquedisplays.co.nz	V3 Contact - David Alloway PO Box 68688, Newton, Auckland T (64) 9 828 8881 F (64) 9 828 8810 david@v3.co.nz www.v3.co.nz
Effpos/ Telephone Lines	Fire extinguisher hire & purchase	Freight and Shipping Agent	Ice supplies
Effpos2GO Contact - Alunita Patterson PO Box 34374, Birkenhead, Auckland T (64) 9 525 4272 sales@effpos2go.co.nz www.effpos2go.co.nz	Fire International Ltd Contact – Esme Parker T (64) 9 524 8847 (For hire or purchase) E – fireintern@clear.net.nz	Agility Fairs and Events Logistics Pty Ltd Contact - Selvan Govender PO Box 53071, Auckland International Airport T (64) 9 926 4800 M (64) 29 770 1616 F (64) 9 926 4899 sgovender@agilitylogistics.com M www.agilitylogistics.com	Polar Ice Supply Contact – Carl 292 Great South Road, Manurewa, Auckland , NZ T (64) 9 266 8271 polaricesupply@yahoo.co.nz www.polarice.co.nz



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<u>Insurance</u>	<u>Liquor Licence</u>	<u>Plants</u>	<u>Refrigeration / catering rentals</u>
<p>North Port Events (can arrange over on your behalf) Contact – Brittany Dunn PO Box 90300, Victoria Street West, Auckland 1142 T (64) 9 376 4603 F (64) 9 378 7659 info@nthport.co.nz www.northportevents.co.nz</p>	<p>Auckland Council District Licensing Agency Contact – Steve Mycroft T (64) 9 353 9070 Ext 40 M (64) 274 820 406 Steve.mycroft@aucklandcouncil.govt.nz</p>	<p>The Plant People Contact - Felicity Strong T (64) 9 527 3115 F (64) 9 527-3861 felicity@theplantpeople.co.nz www.theplantpeople.co.nz</p>	<p>Cold Hire Contact - David Wright T (64) 3 982 3103 M (64) 21 767 151 info@coldhire.co.nz www.coldhire.co.nz</p>
<u>Refrigeration / catering rentals</u>	<u>Security</u>	<u>Staffing</u>	<u>Staffing and Bar Managers</u>
<p>Corporate Rentals Contact - Tony French PO Box 99769, Newmarket, Auckland T (64) 9 270 2408 F (64) 276 5068 tony@corp-rentals.co.nz www.corp-rentals.co.nz</p>	<p>Red Badge Contact - Jo Faithful PO Box 56579, Dominion Road, Auckland T (64) 9 580 0652 jo@redbadge.co.nz www.redbadge.co.nz</p>	<p>National Staffing Solutions Synergy Brand Experience Contact - Hamish Brown T (64) 9 377 8918 hamish@synergybe.co.nz</p>	<p>Vital Hospitality Contact - Caroline Kraayvangerj PO Box 36610, Northcote, Auckland T (64) 9 921 4327 caroline@vitalhospitality.co.nz www.vitalhospitality.co.nz</p>
<u>WATER COOLER HIRE</u>			
<p>Just Water Contact – Philip Tempest T (64) 9 379 2720 M (64) 27 566 0490 philipt@justwater.co.nz www.justwater.co.nz</p>			

Information A – Z

This general information will assist the organisation of your stand.

QUESTIONS?

If you have any questions about any information contained in this section of the Exhibitor Manual please contact:

Brittany Dunn: Tel: (64) 9 376 4603 or Email: brittany@northportevents.co.nz

Fine Food New Zealand: North Port Events and Diversified Communications Australia

Dona White

CEO

T: (64) 9 376 4603

M: (64) 21 808 738

Email: dona@northportevents.co.nz

Jon Perry

Group Exhibition Director

T (61) 3 9261 4562

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Email jperry@divexhibitions.com.au

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Fine Food New Zealand

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Advertising
Alcohol
Audio Visual Equipment

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Banking
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Business Centre
Buyers Guide

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A

Access

Accommodation and Travel

Admission Policy

Advertising

Alcohol

Audio Visual Equipment

ACCESS

Exhibitors and Contractors

Procedure

- ALL TRUCKS AND VEHICLES UNLOADING GOODS MUST ENTER VIA GATE B AND THEN WILL BE DIRECTED OUT VIA GATE S.
- Unloading at the front of the venue and through the front foyer is only permitted for small deliveries and hand trolleys.
- Important – DO NOT bring children (under age 16) to Build-up as heavy fines may be imposed by Occupational Safety and Health (OSH) Officers.

For exhibitors and deliveries requiring a forklift, loading is only permitted through the rear doors of all halls. Access to the rear of all halls is via Gate B only. Forklifts will be operating from 0800-2000. A security guard will be positioned on the ring road round to the rear of the venue to control vehicle access and unloading. This will be done as quickly as possible and your patience is appreciated.

Exhibitors with small loads that can be unloaded by hand or with hand trolleys can unload through the front of the venue.

Exhibitors and contractors must ensure that loading doors, interior aisles, walkways and vehicle access lanes are cleared as soon as is practicable during Build-up and Breakdown. Vehicles parked at loading doors must be quickly emptied and then moved to car park sites well away from the access doors.

Visitors

Visitors will enter the ASB Showgrounds at Gate A (and park in the Logan Campbell car park). The Showgrounds charge visitors \$8 for parking. Overflow parking is at Alexander Park where they charge \$6.

Exhibitors are offered an early bird rate of \$5, this price will end at 9.30am. Exhibitor car parking passes are allocated to each stand as shown on your contract, if you do not have a parking pass you will then need to pay for parking

The Show Access and Parking Plan indicates entry to the Showgrounds and traffic flow directions for parking during Show days, as well as Show entry points for visitors.



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ACCOMMODATION AND TRAVEL

There are a number of hotels and motels close to ASB Showgrounds and in Auckland central city, please see below some contact details for hotels and motels in the area.

Ellerslie Bed and Breakfast

6 Walpole Street, Ellerslie, Auckland
P (64) 9 589 1997

Greenlane Manor Motel

353 Great South Road, Greenlane, Auckland
P (64) 800 766 648 and (64) 9 571 2167
E sales@greenlanemanor.co.nz
W www.greenlanemanor.co.nz

Hotel Haspar Greenlane

95 Greenlane Road East, Greenlane, Auckland
P (64) 9 520 6243
F (64) 9 520 6241
E reservations@haspargreenlane.co.nz
W www.haspargreenlane.co.nz

Novotel Auckland Ellerslie

112 Greenlane Road East, Greenlane, Auckland
P (64) 9 529 9090
F (64) 9 529 9092
E h3060-re01@accor.com
W www.novotel.com/gb/hotel-3060-novotel-auckland-ellerslie/index.shtml

Park Lane Motor Lodge

222 Greenlane West, Greenlane, Auckland
P (64) 9 630 2602
W www.parklane-hotel.co.nz

Rendezvous Hotel

Cnr of Mayoral and Vincent Street, Auckland
P (64) 9 366 3000
W www.rendezvoushotels.com/auckland

The Hilton

21/147 Quay Street
P (64) 9 978 2000
W http://www1.hilton.com/en_US/hi/hotel/AKLHIHI-Hilton-Auckland/index.do



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PUBLIC TRANSPORT

There are a number of ways to get to the exhibition centre. For further information please visit:
 Buses: www.maxx.co.nz Trains: www.maxx.co.nz

TAXIS

Alert Taxis..... Tel (64) 9 309 2000
 Auckland Co-op Taxis Tel (64) 9 300 3000
 Discount Taxis Tel (64) 9 529 1000

ADMISSION POLICY

Admission is restricted to professionals in the food and hospitality sectors. Persons not in these categories including children and babies will not be admitted. These restrictions also apply to exhibitors and their guests. For practical reasons we do allow entry to infants less than one year old only.

By way of explanation we do allow apprentices and full-time tertiary hospitality students to enter. They must have a student card. We do not allow primary or secondary students access at any time.

ADVERTISING

Fine Food New Zealand exhibitors are encouraged to promote their products and services by taking advertising space in the Buyers Guide. As the Buyers Guide is a reference source retained by visitors after the exhibition, advertisements have a life far in excess of the duration of the exhibition. For further information on advertising in the Buyers Guide please contact Jane McEwan at Restaurant & Catering News on: T (64) 9 304 0142, M (64) 21 2011 092 or Email jane@reviewmags.com

- Complete the **Buyers Guide Advertisement Form** located online.

ALCOHOL

Responsible Service of Alcohol

Exhibitors sampling alcoholic products are responsible for adhering to Government regulations and responsible service of alcohol guidelines. Staff working on the stand must also be aware of these regulations. **At least one person on the stand must hold a current managers certificate and Special Liquor License applications must be sent to Auckland City Council prior to exhibiting.**

- Complete the **Liquor Licence Form** located online.



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AUDIO VISUAL EQUIPMENT

Audio visual equipment and staging is available from our preferred supplier **Edwards Sound**.

- Complete the **Audio Visual Form** located online.

B

Badges
Banking
Best New Product Awards
Business Centre
Buyers Guide

BADGES

See **Exhibitor Name Badges** in this section under E .

BANKING

Listed below are the major banks located closest to the exhibition venue. Overseas exhibitors are advised that foreign currency or traveller's cheques can be exchanged for New Zealand currency at any bank branch.

ANZ

303 Broadway, Newmarket Tel (64) 800 269 296

ASB

Cnr Manukau and Pah Roads, Greenwoods Corner, Epsom Tel (64) 800 803 804

Bank of NZ

123 Broadway, Newmarket Tel (64) 800 800 468

National Bank

Cnr Great South and Manukau Roads, Epsom Tel (64) 800 181 818

Westpac

217 Great South Road, Greenlane Tel (64) 800 400 600

There is an **ATM** located in the front of Hall 2 foyer, opposite the Exhibitor Services Desk.



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BEST NEW PRODUCT AWARDS

All exhibitors are eligible to enter the prestigious Best New Product Awards. This competition is designed to reward excellence and the winner in each category receives advertising space to a specified value supplied by the sponsoring trade magazine. Entries close **Sunday 1 June 2014**. All products entered in the awards will be given display space in the Best New Products Showcase onsite at Fine Food NZ, will be featured in the Best New Products online showcase at www.finefoodnz.co.nz, and will have a 'New Product logo' included with their listing in the Fine Food Buyers guide.

- Complete the **Best New Product Award Forms** located online.

The four categories are;

Best New Retail Grocery Products

(Sponsored by Supermarket News)

Food and Beverage products designed for retail grocery outlets. Products can be frozen or ambient.

Best New Foodservice Product

(Sponsored by Restaurant & Catering News)

Bulk food or beverages available in catering packs, designed for use in food preparation, hygiene or packaging products for caterers, deli, restaurants, takeaways, hospitality, canteens, etc. Products can be frozen or ambient.

Best New Foodservice Equipment Product

(Sponsored by Restaurant & Catering News and Supermarket News)

Equipment for retail and foodservice ranging from small appliances to large systems. Front or back of house equipment, including kitchen appliances, tableware, furniture, sound systems, Point of Sale, refrigeration, waste systems, etc.

Best New Fresh Product

(Sponsored by Restaurant & Catering News and Supermarket News)

Products designed for the retail grocery or foodservice sector. Products must be fresh or have limited shelf life.

Costs

1 entry - \$250 +GST

2 entries - \$350 +GST

3 entries - \$400 +GST

4+ entries - \$475 +GST

The Best New Product Awards ceremony will be held at the ASB Showgrounds, Sunday 22 June at 6pm. If you enter a product you must confirm you will have someone present on the awards night.



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BUSINESS CENTRE

See **Exhibitor Services** in this section under E.

BUYERS GUIDE

Exhibitor Profile/Indices

The Buyers Guide is the official exhibition publication and is available to visitors free of charge. It contains a list of exhibitors, product descriptions, a floor plan and general information.

Buyers Guide entries are an important part of participating in the exhibition and are free of charge. The Organisers cannot guarantee inclusion in the Buyers Guide for any exhibitor returning these forms after the expiry of deadline dates – **Tuesday 20 May 2014.**

- Complete the **Buyers Guide Listing form** located online.

Note: the name that is displayed on the website will be the name that is printed in the Buyers Guide, if you would like this changed please notify the organisers.

Fine Food New Zealand exhibitors are invited to promote their products and services by taking advertising space in the official Buyers Guide. The Buyers Guide is a reference source retained by visitors after the exhibition and advertisements have a life far in excess of the duration of the exhibition. For further information on advertising in the Buyers Guide please contact Jane McEwan at Restaurant & Catering News on: T (64) 9 304 0142 ext 215, M (64) 21 2011 092 or Email jane@reviewmags.com



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C

Car Parking
Carpet
Catering/On Stand Hospitality
Cleaning
Compressed Air
Computer Hire
Contractors

CAR PARKING

Exhibitor car parking is accessed via Gate B (previously known as Gate 1). You will need to show your parking pass to the parking attendant, who will direct you to the area in the Arena car park that is closest to the show.

Parking passes are allocated to each stand as shown on your contract, **if you do not have a parking pass you will then need to pay for parking.**

The ASB showgrounds charge \$8 per car. However, they have agreed to an early bird rate of \$5 per car until 9.30am. We recommend arriving prior to 9.30am each morning to guarantee the early bird rate and avoiding the 9.30 - 10am rush of exhibitors and visitors. There will be Eftpos facilities on the gate.

If you arrive after 9.30am we recommend parking at the Alexandra Park car park (aka the trots) for \$6 per car, which is easily accessed from Puriri Drive and Campbell Cres.

We regret that we are unable to provide unlimited free parking for exhibitors, but the growth of the show has meant that it is important for us to ensure there is plenty of parking close to the show for visitors.

We recommend that where possible you carpool with colleagues or arrange pick-ups and drop offs to the show.

CARPET

Charcoal carpet is provided as part of the Shell Scheme package and space only package. To change the colour of the carpet on your stand, please contact the recommended carpet supplier **Exhibition Hire Services**.

- See **Exhibition Hire Service carpet form** located online.
-



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CATERING/ON STAND HOSPITALITY

The ASB Showgrounds has the exclusive rights for the sale of food and drink for consumption within the venue. If you wish to have catering to your stand please contact Elsa Alfaro on 021 779 722 or elsa@asbshowgrounds.co.nz

CLEANING

Stand cleaning is included in the charge for exhibition space. Stand floors are cleaned and the contracted cleaners empty rubbish bins daily.

COMPRESSED AIR

Compressed air is generally available for hire from the official Plumbing Supplier. If this is a requirement then please contact Brittany Dunn at North Port Events.

- Contact **Brittany Dunn from North Port Events** on (64) 9 376 4603 or brittany@northportevents.co.nz

COMPUTER HIRE

Desktops, laptops, screens and related equipment are available for hire. Please contact our preferred supplier **Edwards Sounds** on (64) 9 571 0551. If you require a modem connection please refer to the Telephone and Internet Form located online.

- Contact **Claire Honeycomb from Edwards Sounds** on (64) 9 571 0551 or claire@edwardsnz.co.nz

CONTRACTORS

The services specified in this manual are available for use by exhibitors but the Organisers are not the agent of either contractors or subcontractors, and can accept no liability of any contract entered into between exhibitors and contractors for the negligence or default of any such person, their servants or agents.



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D

Dates and Hours Deliveries to the Exhibition Venue

DATES AND HOURS

Contractor Build-up (EHS, Show Light and Power only)

Friday	13 June 2014 – Hall 1 & 2	8am - midnight
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Monday	23 June 2014	10am – 5pm
Tuesday	24 June 2014	10am – 5pm

Exhibitors can gain entry up to two hours before opening time.

All stands must be completed and stands must be ready for the opening of the expo by 10am Sunday 22 June 2014.

Exhibitor and Contractor Breakdown

Tuesday	24 June 2014	5.30 – 8pm
Wednesday	25 June 2014	8am – 12noon

Breakdown will commence approximately 30 minutes after the close of the Show. All product and stands must be cleared from the venue by 12noon, Wednesday 25 June 2014.



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DELIVERIES TO THE EXHIBITION VENUE

North Port Events will not take delivery of any goods, packages or other material on behalf of exhibitors, nor will the Organisers accept responsibility for the safety or well being of any such items delivered to the site in the absence of the exhibitor, his/her agent or contractor. **Please ensure that you or your contractors are onsite to accept your delivery.**

Deliveries are to be made on your allocated build day no earlier than 8am. Refer to Dates & Times.

Please note: Deliveries cannot be made on the 18th and 19th June 2014

Deliveries are not permitted during exhibition open hours. To assist in the smooth delivery of goods to your stand all deliveries must be addressed as follows:

ASB Showgrounds
217 Greenlane Road West
Greenlane
Auckland

Fine Food New Zealand
22 – 24 June 2014
Halls 1 – 4
Your Company name
Your Stand number
Your Stand's contact name
Your Stand's contact mobile number
Courier/Carrier Company name
Total number of items

For further information on freight forwarding and the booking of forklifts refer to **Freight Forwarding and Shipping Agent** listed in this section under F.



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E

Emergency, First Aid and Medical Enquiries
Exhibitor Function
Exhibitor Lounge
Exhibitor Name Badges
Exhibitor Services

EMERGENCY, FIRST AID AND MEDICAL

All emergency services need to go through the event security to ensure that the emergency vehicles are given the correct information.

First aid facilities will be located in the first aid room.

ENQUIRIES

Enquiries concerning all aspects of the exhibition should in the first instance be directed to North Port Events on Tel (64) 9 376 4604, Fax (64) 9 378 7659 or email tim@finefoodnz.co.nz

EXHIBITOR FUNCTION / BEST NEW PRODUCT AWARDS

The Organisers will hold a exhibitor function for exhibitors at 6pm on Sunday 22 June. This will be preceded by the Best New Products awards ceremony. Please bring your staff directly from the stand after the show closes to the Cafeteria in foyer for presentations followed by refreshments and entertainment.

EXHIBITOR LOUNGE

One lounge will be available for use by exhibitors. The lounge is located upstairs at the front of hall 2 and free tea, coffee and water will be provided.

EXHIBITOR NAME BADGES

To assist visitors and security personnel, it is essential that all stand personnel wear exhibitor badges that show the exhibitor's company name and the individual's name.

Exhibitor badges are provided free of charge and can be collected from the Exhibitor Information desk outside of Hall 2 on build up day, Friday 20 June or mailed out to your preferred address.

- Complete the **Exhibitor Name Badge Form** located online.



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EXHIBITOR SERVICES

The Exhibitor Information Desk outside of Hall 2 in the main foyer. It is open during the build-up, show days, operational and breakdown stages of the exhibition. Please see us for any queries and we will do our best to assist you.

F

Fire Regulations

Floor Plan

Flooring

Forklifts/Material Handling

Freight Forwarding and Shipping Agent – International

Furniture Suppliers

FIRE REGULATIONS

Any materials used for construction of your stand or display must conform to the following minimum standards:

- Non-combustible and inherently non-flammable material
- Durable, flame-proof fabric
- Self-extinguishing plastic
- Plywood, hardwood or fibre-board rendered flame-resistant by a process of impregnation acceptable to the Authorities

Fire extinguishers and fire fighting equipment must at all times be visible and accessible, and must not be removed from its correct location. Motor vehicles or other mechanical appliances displayed within the exhibition venue must have a locked fuel cap, a full tank of fuel, their batteries must be disconnected and a drop tray placed under the sump. It is the responsibility of the exhibitor to provide a fire extinguisher with any vehicle in the hall.

The venue has specific fire regulations. All exhibitors cooking on a naked flame need to have a 2.0kg fire extinguisher on their stand. These can be hired or purchased from the following:

Fire International Ltd
Tel (64) 9 524 8847
(For hire or purchase)

FLOOR PLAN

The floor plan may change between the time of your booking and the staging of the event. The latest floor plan can be obtained by visiting www.finefoodnz.co.nz or by contacting the Organisers.



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FORKLIFTS/MATERIALS HANDLING

All forklifts and other material handling equipment (depending on your requirements) at the venue will be managed by North Port Events on site.

Chilled, frozen and dry storage will be available on site but needs to be purchased in advance through the online storage form. Chilled and frozen is \$60 per pallet and dry storage is \$30 per pallet.

- Complete the **Storage Form** located online.

FREIGHT FORWARDING AND SHIPPING AGENTS – INTERNATIONAL

Agility Fairs and Events Logistics has been appointed as the official contractor for international freight forwarding. Agility will arrange all international transport services including delivery onto each exhibitor's stand at the exhibition venue. Storage of early consignments, packing materials during the exhibition and storage after the exhibition can also be arranged. This service is available at cost to all exhibitors. Agility will invoice exhibitors directly. A complete Shipping Manual has been prepared especially for this exhibition and can be forwarded to all international exhibitors if requested through Agility Fairs and Events Logistics.

Prior to the exhibition, Agility will contact all exhibitors to ascertain specific transportation and other requirements. In the meantime, all enquiries should be directed to Agility Fairs and Events Logistics.

Please see contact details below

Selvan Govender

Manager – Fair and Events NZ

Agility Fairs & Events New Zealand

T: + 64 9 926 4800

D: + 64 9 926 4857

M: + 64 29 770 1616

F + 64 9 926 4899

Email: Sgovender@agilitylogistics.com

For more details on our recommended suppliers please refer to the contact list in section 1 of this manual.

Set out below is a brief summary of the alternatives available to exhibitors who wish to import goods into New Zealand for display at the exhibition.

Permanent entry

If goods are to remain in New Zealand then duty and GST must be paid on entry. Exhibitors will need to transfer funds to the customs agent before the goods will be released. Please note that should the intention be to sell the goods at the exhibition, duty and GST is to be paid immediately upon arrival in New Zealand.



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Temporary Entry

If you import non-consumable goods that will be re-exported within 12 months of importation, you may clear the goods using a temporary import entry.

A security in the form of a written undertaking in place of the immediate liability for duty (including GST) that is due and payable by the exhibitor, will be granted only if the revenue otherwise collectable on the temporarily imported goods is in excess of \$10,000.00 - no duty/GST or security bond needs to be paid by the exhibitor

For goods where the revenue collectable is less than \$10,000.00 the importer is required to provide a security bond to cover any import duties and/or goods and services tax (GST) pending re-export.

The deposit will be fully refunded if the goods are re-exported within 12 months from the date of importation. Refunds normally take 3-5 weeks processing at NZ Customs

PS. All consumable items i.e. *give away items, for sale items & items to be disposed* after the show must be cleared under permanent entry, duty & GST is to be paid immediately upon arrival into NZ

Quarantine Regulations

New Zealand has stringent quarantine regulations for imported goods. Any goods manufactured from plant materials and foodstuffs are subject to inspection upon arrival in New Zealand. Some of these items will require import permits. It is essential that Agility are made aware of the type of products you are exhibiting as soon as possible so that the necessary permits are in place. Further details are available from Agility or by contacting New Zealand Customs directly at www.customs.govt.nz or

Free phone: (64) 800 4 CUSTOMS ((64) 800 428 786)

Calling from Australia free phone: (61) 1800 301 861

Calling from overseas: (64) 9 300 5399

FURNITURE SUPPLIERS

Furniture and display equipment is available from the recommended contractors. Product brochures, price lists and order forms are available from their websites. Enquiries should be directed to the recommended furniture contractors.

For more details on our recommended suppliers please refer online. .

- See **Exhibition Hire Services furniture form** located online.



G

Gas

GAS (See also [Fire Regulations](#))

Gas may be used to power ovens and grills providing you observe the strict safety regulations in accordance with New Zealand Standard AS/NZS 1596:2002 – LP Gas – Storage and Handling and AS 5601-2002 – Gas Installation Code.

Gas must be supplied as one 9kg LPG bottle per appliance. Gas Cylinders must be protected by a fire proof covering at all times and have a clear space of at least one metre around the appliance and at least four metres vertically. A 1kg dry chemical fire extinguisher per appliance is required and must be clearly visible at all times. Bottles must have current date stamp. No spare bottles are to be kept on stands. Connections must be hard pipe or approved flexible hose (not rubber).

- Contact **Brittany Dunn from North Port Events** on (64) 9 376 4603 or brittany@northportevents.co.nz
-



H

Health Regulations Height Restrictions

HEALTH REGULATIONS

If you have open foods, are cooking or handling unsealed/unwrapped foods, the Auckland City Council requires that you have a hand wash station at each stand. This includes a water container with tap, paper hand towels, liquid hand soap and a container to collect waste water. You can supply your own or buy one through the organisers , as detailed below.

Here is an example of the hygiene unit you can purchase off North Port Events for \$60. This will be delivered to you on build up day.

Bottle
Soap
Bucket
Handy Towels
Scrubbing brush

Please see image:



Guidelines Health regulations are located online or page 46 of this manual.

- Complete the **Sampling Food** located online.



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If you have any queries about food handling and hygiene at the Show, please contact:

Peter Wong
Environmental Health Officer
Auckland City Environments
Tel (64) 9 353 9077 DDI
Fax (64) 9 353 9361
Mob (64) 274 873 904
Email peter.wong@aucklandcity.govt.nz

ENVIRONMENTAL HEALTH FOOD SAFETY REGULATIONS

These recommendations are a guide only and more specific food safety measures may be required for different stalls or displays.

Travel and Transport

Travel straight to the event from your base kitchen thus avoiding long delays.

- (a) Transport vehicles must be clean and food must be separated from other items being carried in the vehicle, such as cleaning chemicals and pets.
- (b) All food must be wrapped, covered or placed in sealed clean containers whilst being transported to the event. This will prevent potential contamination with dirt and bacteria.
- (c) Perishable food including cooked rice, meats (both raw and cooked), dairy products etc must be kept either hot (at least 60°C) or cold (at 4°C or below) whilst travelling to the event.

Food Preparation and Storage

- (a) Ensure the food preparation area is large enough for the type of food preparation being carried out. All equipment, tables, display cabinets etc must be in a good state of repair and made of smooth materials that are impervious and easy to clean.

Display and Service

- (a) Food being prepared or displayed must be protected against insects, dirt, people etc by means of covers, screens, sneeze guards etc.
- (b) Avoid unnecessarily handling food and avoid directly handling unwrapped food when serving customers - use tongs, scoops, spoons etc.
- (c) To help you achieve temperature control, keep the amount of food on display to a minimum. Good stock rotation is essential, when re-stocking displays ensure 'older food' is moved to the top of the pile. Avoid topping up 'bulk' displays as food on the bottom may be left for long periods.
- (d) Any leftovers should be discarded – not reused.

Basic Hygiene Measures

- (a) Keep jewellery to a minimum as it may enter and contaminate food.
- (b) Ensure that cuts and sores are covered with a brightly coloured waterproof plaster. On some occasions, gloves may be required. Keep a first aid kit on site.
- (c) Do not attend the event if you are suffering from a communicable illness, such as diarrhoea and vomiting. Even a common cold can cause food poisoning.
- (d) Different persons, e.g. one person to handle food and one person to handle money, should carry out different tasks if possible.
- (e) Clean as you go – regularly wipe down surfaces with a clean (preferably disposable) cloth.



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HEALTH AND SAFETY IN EMPLOYMENT ACT 1992

With the advent of the Health and Safety in Employment Act 1992, the following safety rules and procedures are outlined to ensure your compliance with the Act. They are to be read in conjunction with clauses 13 to 16 inclusive of the Terms of Contract.

1. **Children and animals are not permitted on the exhibition site during build-up and breakdown of the stands by contractors and exhibitors.**
2. All care should be taken with vehicles on-site with respect to other contractors and their equipment and personnel as well as exhibitors.
3. Contractors not involved with the erection of temporary exhibiting structures should remain clear of the area until these structures are secure and complete.
4. Equipment used by either the contractor or exhibitor should be placed in such a way that it does not form a hazard to other personnel on-site and when the job is complete, surplus equipment should be removed from the site or stored in a way approved by North Port Events Ltd.
5. Contractors and exhibitors erecting temporary display structures must obtain inspection from the Occupational Safety and Health Division of the Department of Labour.
6. Before work is begun contractors and exhibitors should identify where public telephones, fire alarms, egress points and fire hoses are in the event of an accident or emergency.
7. No alcohol is permitted to be consumed during either build-up or breakdown of the event.

HEIGHT RESTRICTIONS

Stands must not exceed 2.4m in height without permission of the Organisers. Where permission is given for perimeter walls above this height, then the wall must be solid and dressed on both sides to the satisfaction of adjoining exhibitors. All design and build exhibitors should contact the Organisers if they have any queries.



Importing Goods Insurance

IMPORTING GOODS

See **FREIGHT FORWARDING AND SHIPPING AGENTS FORKLIFTS/MATERIALS HANDLING** under **F** in this section.



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INSURANCE

Exhibitors are advised to take out their own personal and other appropriate insurances covering their display, goods, equipment, employees and unforeseen events. Contact your insurance company for an extension note.

All Exhibitors must also have Public Liability cover of at least \$2 million – North Port Events will not be responsible for any claim.

Public Liability

Should you have your own policy which **is valid for the duration of the show**, North Port Events requires a copy of the Certificate of Currency to be faxed to (64) 9 378 7659 at least 2 weeks before the show. Should this not be received then North Port Events will apply for Public Liability on your behalf and will invoice each company \$125 + GST NZD to ensure all companies exhibiting have adequate Public Liability cover.

Exhibitors sharing your stand are also required to be adequately covered for Public Liability Insurance. Please contact Brittany Dunn at North Port Events on (64) 9 378 7659 or brittany@northportevents.co.nz

Note that Public Liability Insurance does not cover you for loss of property. We recommend you obtain insurance cover for theft or damage to your goods.

- Complete the **Public Liability Insurance Form** located online.

L

Lighting/Power
Liquor Licence
Logo

LIGHTING and POWER / TAGGING and TESTING

The official electrical contractor is Show Light and Power they are responsible for all lighting, electrical and testing and tagging requirements.

Shell Scheme

Lighting and power is supplied as per the terms of each individual contract. Please refer to your contract in the first instance. Additional lights and power points can be ordered by completing the Power and Lighting Form online.

Design and Build

Design and Build exhibitors may use their own electrical contractor. However regulations require that you advise us of your contractor and order the basic power supply by completing the Power and Lighting order form online.



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Only the official electrical contractor can access the overhead truss system.

Power Supply

The standard power supply is 240V single-phase 50Hz and 415V 3-phase 50Hz. For more information please contact Show Light and Power.

Lighting Safety

All lighting must be 2.2m above floor level. Any variation must be approved. High-powered lights, such as floods or spots must not be placed within 500mm of flammable material. All portable light fittings must have a Certificate of Suitability or a Certificate of Approval from New Zealand Electrical Safety Regulators.

- Complete the **Power & Lighting Form** located online.

LIQUOR LICENCE

Fine Food NZ exhibitors selling or sampling wine, beer or spirits of any kind, whether in sampler glass or unopened bottles, will need to complete a Special Liquor Licence Application Form.

You can download a application from the following website:

http://www.aucklandcouncil.govt.nz/EN/licencesregulations/alcohol/Documents/application_speciallicence.pdf

After several changes in legislation and communications with The Auckland City Council and a formal request from North Port Events to reduce the special liquor licence fees, they have agreed to drop the price from \$575 incl GST to \$207 incl GST, under the promise of the following terms:

1. Applications need to be filled out accurately and include all the required information.
2. Applications are required to be lodged 5 weeks or more before the show.
3. Deadline for Fine Food New Zealand is **16 April 2014**.

The council is not required to chase exhibitors for information.

The council has the right to increase the fee from \$207 incl GST to \$575 incl GST if:

1. Applications are filled out incorrectly or are incomplete.
2. Applications are received less than 5 weeks (but no later than 4 weeks) before the show.

If you lodge an application that is received less than 20 working days before the show you must provide the council with the following:

1. A reason to the District Licensing Committee (DLC) on 'why you could not have reasonably foreseen earlier the need for a special licence'.

There is no guarantee the DLC will accept the late application.

The Auckland City Council will then charge the Class1 fee of \$575 + incl GST (the fee is non-refundable)

If you are sampling and selling alcohol on your stand for visitors to takeaway you are required to have an '**offsite**' licence. At least one person on the stand must hold a current managers certificate.



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What to include with your application

- Original application plus one copy
- A copy of your alcohol management plan
- A New Zealand Police Supplement (back page of the application form)
- Manager Certificate Holder Details, i.e. Manager's name, Cert Number and expiry date
- A cheque for \$64.40 (made payable to Auckland City Environments).

Applications must be received by **North Port Events no later than 16 April 2014**. Unopposed Special Licence applications take a minimum of 30 working days to process. Any application that attracts opposition from reporting authorities or the general public requires a hearing before the District Licensing Agency – a hearing can take four weeks or more to arrange. If you need help filling in this form please contact Brittany Dunn at North Port Events or contact Steve Mycroft, details below.

- Contact **Brittany Dunn from North Port Events** on (64) 9 376 4603 or Brittany@nthport.co.nz

Post to: North Port Events
Attention: Brittany Dunn
PO Box 90300
Victoria Street West
Auckland 1142

Our contact: Steve Mycroft (Liquor Licensing Inspector)
Tel (64) 09 353 9070 Ext 40
Fax: (64) 0274 820 406
Email steve.mycroft@aucklandcouncil.govt.nz

- Complete the **Liquor Licence Form** located online.

LOGO

The Organisers encourage you to incorporate the show logo onto your website to promote your presence at the show. Configure the logo online under the exhibitor control panel.

If you wish to place the Fine Food NZ logo on print material please contact Georgina, georgina@northportevents.co.nz, you will be sent an appropriate logo for your use.



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M

Map of Venue
Meeting and Function Facilities
Move-in/Move-out

MAP OF VENUE

To see a map of the venue or go to the final page of this section of the manual or please find the map online in the exhibitor control panel area.

MEETING and FUNCTION FACILITIES

If you require a venue to hold meetings or conduct functions please contact the Organisers on (64) 9 376 4603

MOVE-IN / MOVE-OUT

Please refer to **Dates and Hours** in this section under D.

N

NAME BOARD

Shell Scheme stands are supplied with a fascia panel that shows your company name and stand number. This is called the Name Board and it is supplied in a standard format that may not be modified or removed. To confirm the company name to be shown, please complete the Name Board Order Form online. Companies sharing a stand are required to contact the organisers at brittany@northporteevents.co.nz to ensure they are represented on the name board.

- Complete the **Name Board Form** located online.



Occupational Health and Safety (OHS) Open Hours

OCCUPATIONAL SAFETY and HEALTH (OSH)

OCCUPATIONAL SAFETY and HEALTH In Employment Act 1992

With the advent of the Health and Safety in Employment Act 1992, the following safety rules and procedures are outlined to ensure your compliance with the Act. They are to be read in conjunction with clauses 13 to 16 inclusive of the Terms of Contract.

1. **Children under the age of 16 years old and animals are not permitted on the exhibition site during build-up and breakdown of the stands by contractors and exhibitors.**
2. All care should be taken with vehicles on-site with respect to other contractors and their equipment and personnel as well as exhibitors.
3. Contractors not involved with the erection of temporary exhibiting structures should remain clear of the area until these structures are secure and complete.
4. Equipment used by either the contractor or exhibitor should be placed in such a way that it does not form a hazard to other personnel on-site and when the job is complete, surplus equipment should be removed from the site or stored in a way approved by North Port Events Ltd.
5. Contractors and exhibitors erecting temporary display structures must obtain inspection from the Occupational Safety and Health Division of the Department of Labour.
6. Before work is begun contractors and exhibitors should identify where public telephones, fire alarms, egress points and fire hoses are in the event of an accident or emergency.
7. No alcohol is permitted to be consumed during either build-up or breakdown of the event. See the Occupational Safety and Health in Section 1 of the manual.

OPEN HOURS

Please see **Dates and Hours** in this section under D.



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P

Parking
Plants – Indoor
Plumbing and Drainage
Post Office
Promotion of Exhibition
Public Address System

PARKING

Please see **Car Parking** in this section under C.

PLANTS – INDOOR

A wide variety of plants and flowers are available from the recommended plant contractor. The Plant People for a price list please contact the preferred contractor directly.

For more details on our recommended suppliers please refer to the contact list in section 1 of this manual.

- Complete the **Plant Form** located online.

PLUMBING AND DRAINAGE

All plumbing and drainage is arranged through the official plumber Joyce Plumbing. The venue has limitations with respect to plumbing and in particular drainage where a site is not close to an exterior wall. Water is piped to sites requiring it overhead via 1/2 inch alkathene pipe. Wastewater may need to be pumped up and out and accordingly all requests for plumbing and drainage are assessed and costed separately. Joyce Plumbing contract directly with North Port Events and accordingly North Port will invoice companies requiring their service.

- Contact **Brittany Dunn from North Port Events** on (64) 9 376 4603 or brittany@northportevents.co.nz

POST OFFICE

The nearest Post Office is located at:

Market Road Post Office

156 Great South Road, Remuera, Auckland

(64) 9 524 4546



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PROMOTION OF THE EXHIBITION

Public Relations

To help you promote any new products, items of interest or newsworthy stories, Fine Food New Zealand, along with PR partners, are happy to promote any press releases deemed newsworthy in the pre-promotion of the show. These press releases will also be displayed on the Fine Food New Zealand Show website.

Please submit your press release and a hi-res product image to carly@northporteevents.co.nz

Please also contact our PR Agency and wherever possible information will be incorporated into press releases for circulation to relevant sections of the media. Our PR agency for this event is **The PR Shop**. Contact Alisa Keall-Grant on (64) 9 360 0385, or lise@theprshop.co.nz.

If you will be showcasing new products at Fine Food NZ you should also consider entering the Best New Product Awards (see BEST NEW PRODUCT AWARDS on page 16). All products entered in the awards will receive prominent promotion at the event, online and in the official Buyers Guide. Plus there are fantastic prizes on offer for each category winner.

Visitor Promotion

The visitor campaign includes advertising in major New Zealand publications to specially researched lists. An extensive public relations programme will obtain maximum pre-show publicity and exhibition previews. Fine Food NZ has media partnerships in place with Supermarket News, Restaurant & Catering, Hospo Nation and Hospitality Business, as well as many other close media ties. We also work with all the support associations for Fine Food NZ to promote the event through their membership groups and networks. This includes RANZ, NZCA, HNZ, BIANZ and FGC.

Promotion by Exhibitors

Exhibitors are encouraged to advertise their presence in the event – the compound effect of all exhibitors supporting the promotional efforts of the Organisers will benefit the whole show. The show logo can be used in your own pre-exhibition advertising to focus attention on your participation in the exhibition. If you would like to obtain a copy of the show logo please contact Georgina de Jong on (64) 9 376 4240 or georgina@nthport.co.nz

Exhibitors who are planning a media campaign advertising their presence at the exhibition, and who wish to coincide their advertising with the Organisers' pre-show publicity are invited to contact the Organisers for a schedule of planned media activity.

Please note: To ensure that all media personnel are provided with complete details of the show and are given priority access to the show, exhibitors are requested to advise the Organisers of any media coverage they have independently arranged at the event.

PUBLIC ADDRESS SYSTEM

The public address system is for use by the Organisers for official announcements only. It is not available for exhibitors or visitors except in emergencies.



R

Refrigeration
Removal of Goods
Responsible Service of Alcohol
Rigging
Rubbish Bins

REFRIGERATION

Ranges of refrigerated display cabinets are available for hire for the duration of the exhibition from our recommended suppliers. Items will be delivered to your stand and collected at the end of the event. Exhibitors who require these services should contact these suppliers directly or submit the form.

- Complete the **Refrigeration Form** located online.

REMOVAL OF GOODS

In the interests of security goods may not be removed from the exhibition without exhibitors wearing their exhibitor ID badges.

RESPONSIBLE SERVICE OF ALCOHOL

As per your licence we ask that you do not serve visitors you consider to be intoxicated or under 18 years of age.

- Complete the **Liquor Licence Form** located in **Section 3** of this manual

RIGGING

Exhibitors requiring rigging should contact the official contractor or complete the rigging order form in the additional services section of the exhibitor manual.

Please Note: All rigging should be organised and ordered no later than fourteen (14) days prior to the first open day. Requests after that time cannot be guaranteed to be actioned.

- Contact **Jim from Jims Thomson Contracting** on (64) 27 4397 716



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RUBBISH BINS

The Organisers will provide rubbish bins in the aisles for visitor waste. However exhibitors generating waste through activities such as sampling should provide additional bins for their own stand either by their own supply or through one of the furniture hire companies. Refer to the recommended suppliers list under section 1 of this manual.

S

Sampling
Security
Smoking Inside the Exhibition
Stands
Storage

SAMPLING

Exhibitors may give out samples of their product. Samples must be items which the exhibitor sells in the normal conduct of their business or items that are produced by the equipment that they sell. Portions are to be of a normal tasting size only. This is a small cup 100mls for a non alcoholic beverage, liquor samples are to be no more than 20mls and bite size (50g) for food.

- Complete the **Liquor Licence Form** located online
-

SECURITY

Security guards will be operating from 1700 hours on Tuesday 17 June until 0800 hours on Wednesday 25 June. While every reasonable precaution is taken, the Organisers accept no responsibility for any loss or damage, which may occur to persons or property at the exhibition from any cause whatsoever. Exhibitors are reminded that during the build-up and break-down periods, valuable, personal and portable possessions are most at risk from loss or theft. While the organisers have taken every precaution to minimise this risk it is the responsibility of the exhibitor to ensure the safety of these items. If you have any questions or concerns please contact the Organisers.

SMOKING INSIDE THE EXHIBITION

ASB Showgrounds has a "No Smoking" policy inside the exhibition halls. Exhibitors are therefore requested not to smoke whilst inside the venue.



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STANDS

Shell Scheme

All exhibitors with Shell Scheme stands should complete and return the **Name Board Details Order Form**. Shell Scheme stands are supplied with 1 metal halide light per 9m². Power supplied as per your contract. Additional lighting or electrical requirements should be listed on the **Lighting and Power Order Form**. Exhibitors requiring extras such as shelves, benches or signs should contact the preferred furniture supplier.

Shell Scheme Stand Upgrades

Stand upgrades are available from the Shell Scheme stand builder. Please contact the stand builder to organise any upgrades.

Design & Build – Space Only Exhibitors

Exhibitors wishing to arrange for the construction of custom-built stands must advise the Organisers of their chosen stand contractor and supply full details of stand design including elevated and plan scale drawings for approval. For a list of official stand contractors please go to the contact list in section 1 of this manual.

Fire Proof Materials

Any materials used for stand construction or display purposes must conform to the following standards:

1. No straw, hay, flammable fluids, bitumus building paper or crepe paper will be permitted on the stands.
2. Plastic film, reinforced plastics or coreflute cannot be used unless approved by Council's Fire and Egress Inspector.
3. Polystyrene is permitted for letterwork only, restricted to approximately 20% of wall area in display. Sheets of polystyrene will not be permitted, unless Council's Fire and Egress Inspector has approved special conditions.
4. Please note – If you are cooking on your stand, you must have a 2kg capacity general purpose fire extinguisher. Ensure your cooking apparatus is out of reach of the public. If using LPG, 10kg is the maximum size.
5. Encroachment of displays into walkways will not be permitted.
6. Loose display packaging must be removed prior to opening and not stored behind screens.
7. The use of carpets as floor coverings is recommended in preference to synthetics or Hessian.
8. Bark is to be kept moist at all times. Limitations may be imposed on amount and placing of bark in some areas.

STORAGE

Storage is charged for on a per pallet basis because of the sheer volume of storage required and the cost to supply it. Dry, chilled and frozen storage will be available in storage containers, which will be secured with combination locks.

Dry storage is \$30 per pallet and frozen and chiller storage is charged at \$60 per pallet.

- Complete the **Storage Form** located online.



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T

**Telephone and Internet Connections
Travel and Accommodation**

TELEPHONES and INTERNET CONNECTIONS

If you require a temporary telephone line or Internet connection installed on your stand.

- Complete the **Internet Form** located online.
-

TRAVEL and ACCOMMODATION

Please refer to **Accommodation and Travel** in this section under A.

V

**Vehicle
Venue
VIP Nominations
Visa and Passport Requirements
Visitor Discount Tickets**

VEHICLE

An exhibitor who is planning to include a vehicle on their stand **must** notify the Organisers of their intentions no later than 21 days prior to commencement of the exhibition. You will be given a specific arrival and departure time to move the vehicle on and off the stand. Details of the delivery together with details of the fuel and fuel capacity, dimensions and weight of the vehicle must be provided. The following conditions apply for flammable liquid powered motor vehicles; failure to comply with this will result in the vehicle being refused entry:

- The fuel tank must contain more than 90% of the fuel capacity
- The fuel filler cap must be either sealed or secured to prevent the easy removal of the fuel cap by unauthorised persons
- Drip trays are required
- 1 X 2.3 kg A:B(E) dry powder fire extinguisher mounted in a prominent location in accordance with AS2444:2001 Portable Fire Extinguishers.

If you are planning on including a gas powered motor vehicle on your stand please contact the organisers on (64) 9 376 46 03.



22 – 24 June 2014
ASB Showgrounds



VENUE

The exhibition will be staged in Halls 1 - 4 at the ASB Showgrounds, Greenlane, Auckland Tel: (64) 9 638 9084. Exhibitors wishing to view the ASB Showgrounds in advance should contact North Port Events on Tel: (64) 9 376 4603 or Fax: (64) 9 378 765. www.asbshowgrounds.co.nz.

VIP NOMINATIONS

In addition to the general circulation of tickets the Organisers will extend VIP invitations to key industry buyers. To supplement the Organisers lists please provide details of key buyers to whom you wish the Organisers to extend VIP status.

Note: This is a nomination only – each nominee will receive a letter with VIP Priority Code inviting them to register online.

- Complete the **VIP Visitor Nominations Form** located online.

VISA and PASSPORT REQUIREMENTS

New Zealand has strict visa requirements for many overseas visitors. Please check with your travel agency or New Zealand Consulate to confirm your visa requirements at least six weeks before travelling. For further details visit www.immigration.govt.nz. Note refunds will not be given to exhibitors who fail to obtain a Visa.

VISITOR TICKETS

Each exhibitor will be issued with 50 invitations to register tickets. These are to be sent to exhibitor clients for pre-registration. Registration before the show saves visitors the \$20 entry fee.



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ASB Showgrounds



W

Walk-on Package
Wash Areas
Water and Waste

WALK-ON PACKAGE

The walk-on package includes:

- Carpet
- White Octanorm panels
- Lighting
- Power
- Fascia and standardized company name plate
- 1 table and 2 chairs
- Hanging shelves
- Rubbish bin
- Glass-top counter with lockable cabinet

If you would like to upgrade to a walk-on package, please contact Tim Wilson.

- Contact **Tim Wilson** on (64) 9 376 4603 or tim@finefoodnz.co.nz

WASH AREAS

Wash areas are marked on the map as stands W1 and W2. There will be hot and cold running water with full sink facilities as well as the dish washing machines for your convenience.

WATER and WASTE

Water and waste services are available on some stands. **If you require these services you should check with the Organisers that they are available on your stand.**

See also Fire Regulations.

For more details on our recommended suppliers please refer to the contact list in section 1 of this manual.

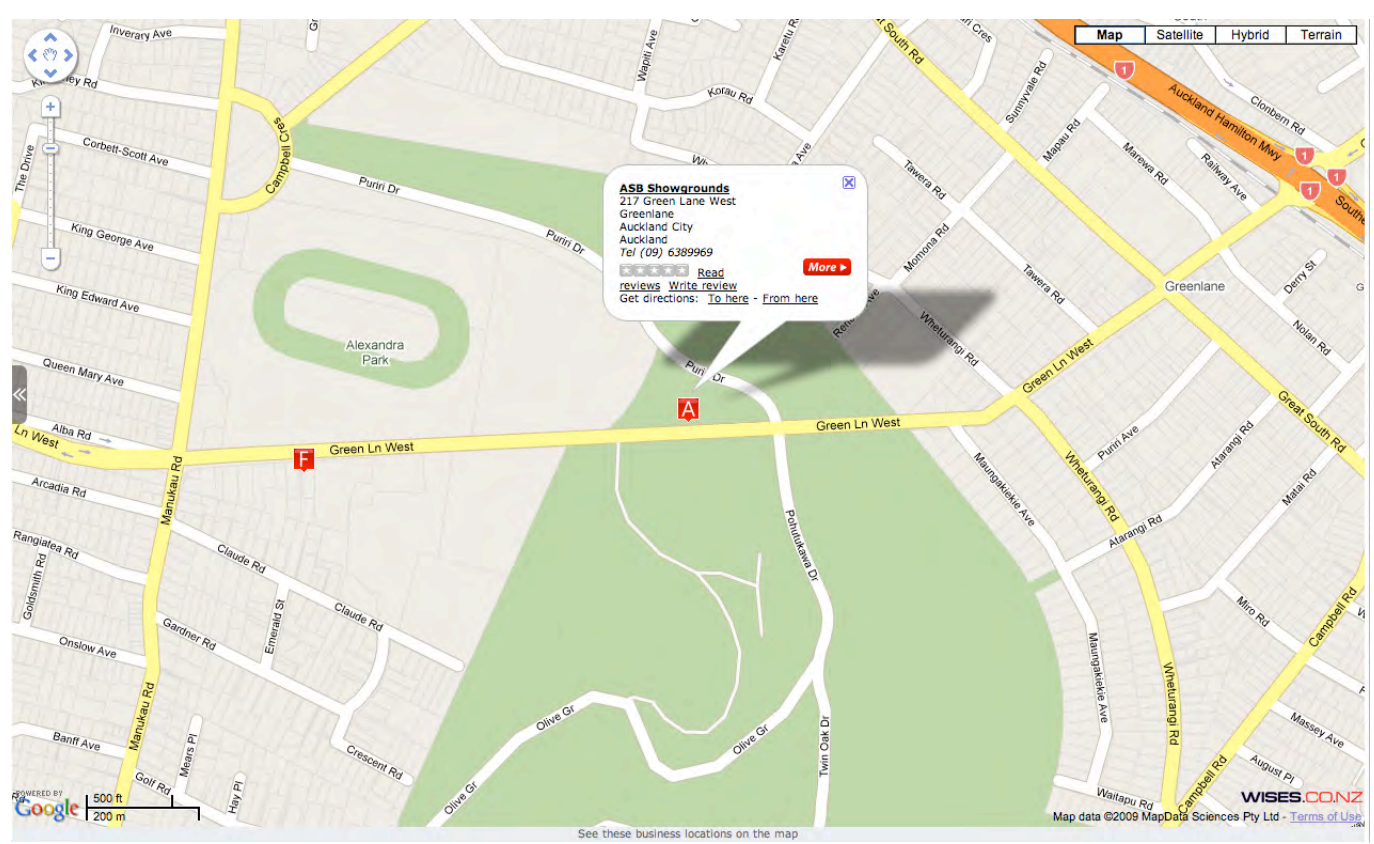
- Contact **Georgina Ferguson from North Port Events** on (64) 9 376 4603 or georgina@nthport.co.nz



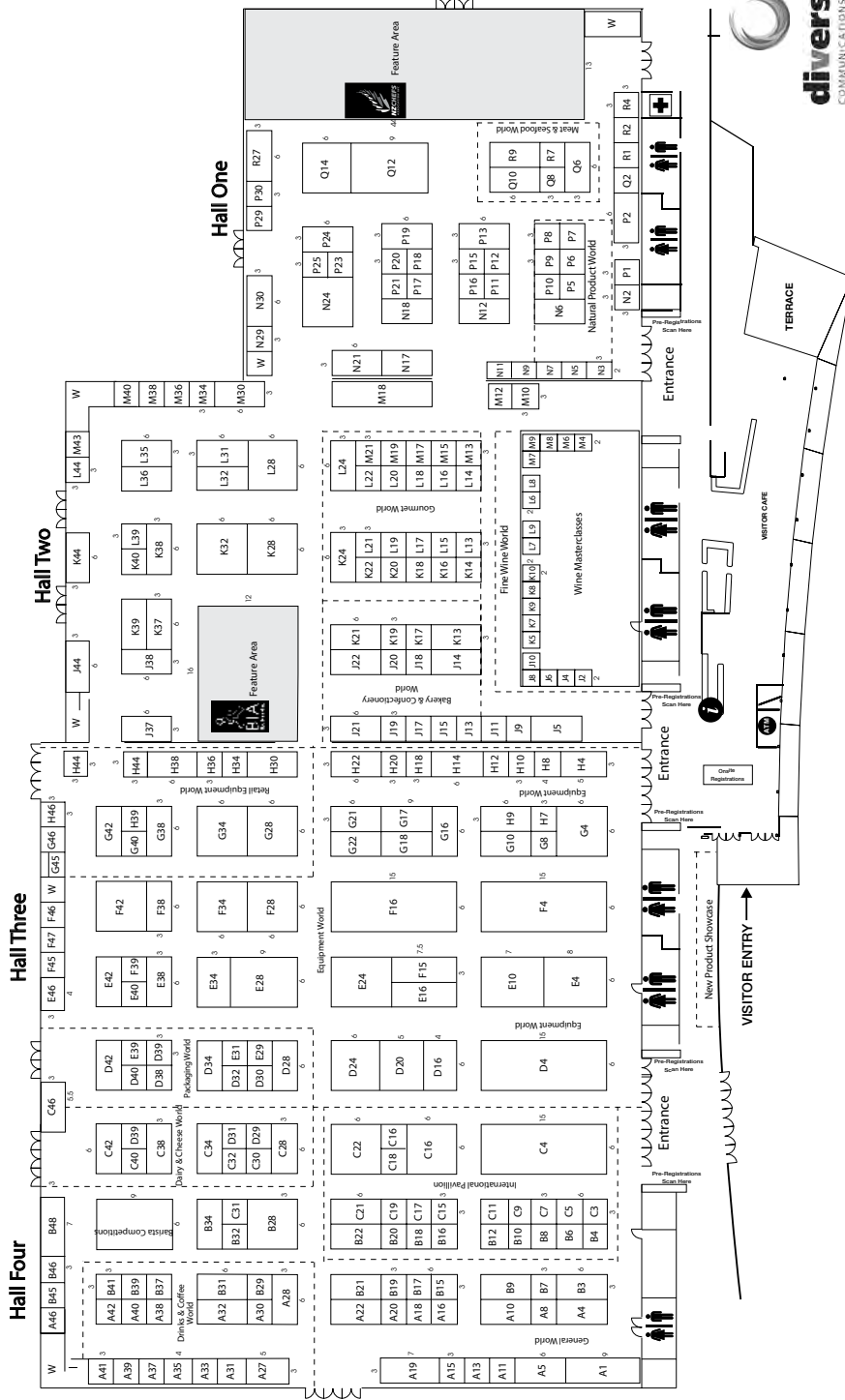
22 – 24 June 2014 ASB Showgrounds

ASB Showgrounds VENUE MAP

ASB Showgrounds, Greenlane West, Auckland
T: (64) 9 638 9969
W: www.asbshowgrounds.co.nz

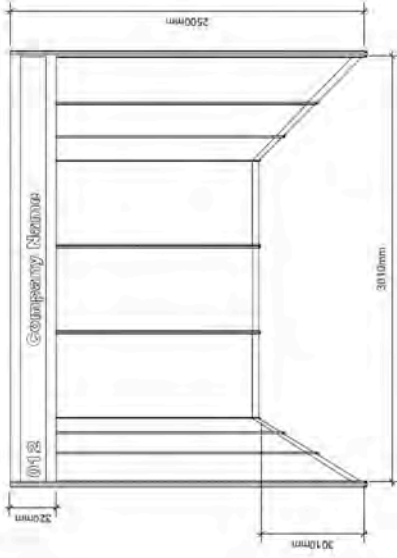
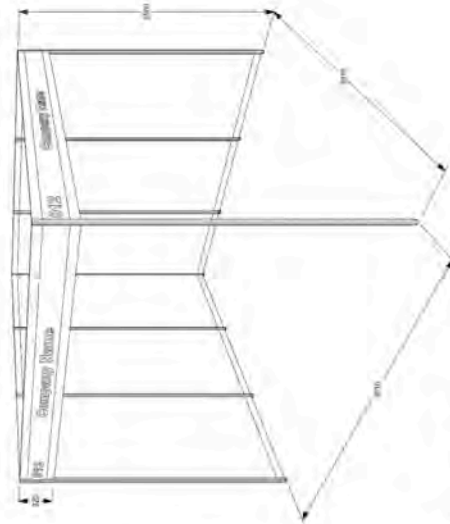


Auckland 2014 Floor Plan



NORTH PORT EVENTS
diversified
COMMUNICATIONS - AUSTRALIA
New Zealand +64 9 376 4603
Australia +61 3 9261 4500
www.finefoodnz.co.nz

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SHELL SCHEME - STANDS

Fascia

The overall fascia height is 300mm and consists of sign panel with aluminium trim either end. Fascias will be provided for all open sides of Shell Scheme stands. The clear height under the fascia is 2200mm.

Company name and stand number

The company name style is uniform and may not be altered. Names will be printed in upper and lower case to a maximum of 28 letters and spaces in 100mm high vinyl lettering. No punctuation will be used.

Lighting and power

For power and lighting supplied to your stand, please check your contract. Additional power and lighting requests, including 3-phase power, can be organised through Show Light and Power.

P (64) 9 828 8844 ext 4 or 021 810 210 **E** r.mansfield@showlight.co.nz

Additions

Changes to the walls or carpet may be ordered direct from the official Shell Scheme Contractor:

Exhibition Hire Services

P (64) 9 579 9884 **E** lynn@exhibitionhire.co.nz

Conditions of exhibiting

Definitions

In these conditions:

"The Organiser" means North Port Events Ltd, and is referred to as "the Organiser" throughout this contract.

"Exhibitor" means the company or individual specified and includes all employees, agents and contractors of the company or individual exhibiting.

"Owner/Lessor" means the Owner or Manager of the Event venue wherever the Event is being held from time to time.

Terms

1. The signing of this contract constitutes a binding agreement.
2. The Organiser reserves the right to amend these terms and conditions in order to comply with any laws or requirements of the Owners/Lessors of the Event venue. All amendments will be in writing.
3. This contract constitutes a licence to occupy and exhibit and does not constitute a lease or a tenancy.

Payment

4. The Exhibitor shall be liable for payments under this contract as specified on this contract.
5. Unless notified otherwise payments by the Exhibitor do not include the following; insurance, cleaning, power, telephone, plumbing, dressing of stand, staffing, advertising or similar material all of which shall be the responsibility of the Exhibitor.
6. GST is payable on the contract at the rate set by the IRD as applicable at the time of payment.

Withdrawal by Exhibitor

7. Without prejudice to the rights and remedies of the Organiser under this contract the Exhibitor may withdraw from the Exhibition subject to the following conditions:
 - (a) Notice to withdraw must be in writing sent to the Organiser.
 - (b) Should notice to withdraw be received then payments under this contract will be as follows:

Notice received between 52-33 weeks prior to the Exhibition start Date will incur a withdrawal fee equivalent to 25% of the total cost of the Exhibitors Stand space rental as per this contract.

Notice received between 17-32 weeks prior to the Exhibition Start Date will incur a withdrawal fee equivalent to 50% of the total cost of the Exhibitors Stand space rental as per this contract.

Notice received within 16 weeks prior to the Exhibition Start Date will incur a withdrawal fee equivalent to 100% of the total cost of the Exhibitors Stand space rental as per this contract.
8. The consideration due under this clause shall be payable forthwith and only until such time as payment is made in full (or credit applied from prior deposits) will this contract be cancelled after which time neither party shall have any further claim against the other.

Default In Payment

9. If the Exhibitor fails to pay any sum on the due date the Organiser may without prejudice to its other remedies forthwith or at any time thereafter at its option exercise all or any of the following remedies:
 - (a) Cancel this contract, in which case all monies paid by the Exhibitor shall be forfeited as liquidated damages, and/or
 - (b) Charge the Exhibitor a cancellation fee, as per clause 2 herein.
 - (c) Declare the unpaid balance of the contract price to be due and payable and the Organiser may sue for payment thereof.All monies due remain payable and at the option of the Organiser the Exhibitor shall pay to the Organiser interest at the rate of 10% per annum calculated on a daily basis from the due date until payment in full is made. Additionally all legal and debt collection costs incurred in securing the balance monies due shall be payable to the Organiser.



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10. The Exhibitor shall be liable for any taxes, duties and fees if any payable under or as a result of this agreement or the default or failure of the Exhibitor to comply with the terms herein.

Stand Construction

11. The Exhibitor shall not construct a display stand higher than the shell scheme walls [2.3 or 2.4 metres] except with the prior written approval of the Organiser.
12. The Exhibitor shall not without the prior written permission of the Organiser display, exhibit or demonstrate any product or service which does not in the opinion of the Organiser fall within the subject matter of the Event.
13. The Exhibitor shall not paint, mark or damage the floors, walls or any other part of the Exhibition premises and shall be responsible for the cost of any repairs or reinstatement under this clause. Outside Exhibitors must make good any damage or defacement to building structures, concrete, bitumen, sealed or grassed surfaces.
14. The Exhibitor acknowledges that the Owner/Lessor of the Event site may reserve to itself the installation of power, water and gas supply, a fair proportion of the cost of which shall be borne by the Exhibitor.
15. The Organiser reserves the right to approve any exhibit or stand and may require the removal or alteration of a stand or exhibit on a stand at its absolute discretion. The Organiser shall not be liable for any losses or damages arising whatsoever as a result of exercising its control under this clause.

Exhibitor Indemnities

16. The Exhibitor undertakes to comply with all regulations and bylaws applicable to the site including but not limited to the Fair Trading Act and the Consumer Guarantees Act and indemnifies the Organiser from all claims, costs and damages arising whatsoever for breach by the Exhibitor.
17. The Exhibitor shall in regard to all plant, equipment and machinery used in connection with its stand, comply with all regulations, Government orders and codes of practice to insure the safety of the employees of the Exhibitor, the Organiser and the general public.
18. The Exhibitor shall not bring into the exhibition site any dangerous goods and indemnifies the Organiser for all claims, costs and liabilities arising howsoever from the actions of the Exhibitor, its employees and invitees.
19. The Exhibitor undertakes at all times to comply with the Building Act 1991 and the Health and Safety in Employment Act and indemnifies the Organiser for any costs, claims or liabilities arising as a result of the Exhibitor's actions or inactions or its failure to comply with Local Body or Government regulations relating to the Exhibitor's stand or the Exhibition venue.
20. The Exhibitor shall keep its stand open for display and staffed by competent representatives during show hours as determined by the Organiser.
21. The Exhibitor shall not commence pack out of its stand before the close of the Show to the general public. Irrespective of whether or not the Exhibitor has product to sell the Exhibitor will keep its stand open and maintain a presence on the stand until Show close. This clause is inserted for the benefit of other Exhibitors in close proximity, the general public and the look and feel of the Show. Failure to observe this clause will result in a fine of \$300+GST payable to the Organiser.
22. The Exhibitor shall keep the display space properly maintained and clean and only conduct its business from the space contracted.
23. Should the Exhibitor spread beyond the confines of its contracted stand space then the Organiser may charge the exhibitor additional stand rental calculated at the square meter rate of the Exhibitors stand. Plus GST payable immediately.
24. The Exhibitor shall ensure that the passes and badges supplied for the exclusive use of the Exhibitor are not used by unauthorised persons or otherwise used to admit people into the exhibition who are not working for the Exhibitor on the Exhibitor's stand.

Insurance

25. The Organiser shall be under no liability for loss or damage to exhibits or the property of the Exhibitor, its servants, agents, contractors or licensees howsoever such loss or damage may be caused whether or not caused in whole or in part by the negligence of the Organiser, its servants, contractors or agents. The Exhibitor alone is responsible to take out all necessary insurance including a minimum of \$2 million public liability insurance.



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Promotion

26. The Organiser reserves the sole right to distribute photographs and other promotional material about the Exhibition. No responsibility is accepted by the Organiser for any error, misdirection or omission occurring in any promotional material. The Organiser gives no warranty as to the type or extent of promotion of the Exhibition nor as to the attendance numbers.

Privacy Act

27. The Exhibitor acknowledges that the Organiser will pass on information to stand contractors and/or promotional organisations prior to and after the event. The Exhibitor shall on signing this contract inform the Organiser in writing if there is an objection to the transfer of information to third parties.

General

28. The Organiser may in its absolute discretion refuse any person entry for good cause into the Exhibition.
29. The Organiser may alter the size, shape or location of the Exhibitor's stand as deemed in the best interests of the Event at the Organiser's absolute discretion.
30. Where the Organiser grants consent to a stand share then the following conditions precedent shall apply: an administrative fee of \$250+GST shall be payable to the Organiser and the new Exhibitor shall sign an acknowledgement of the terms and conditions of the existing contract.
31. If the holding of the Exhibition or the supply of any service is prevented, postponed or abandoned for reason of fire, storm, lightning, national emergency, strike, lockout, civil disturbance, inevitable accident or any cause not within the control of the Organiser or should the Exhibition site become wholly or partially unavailable for the holding of the Exhibition or if the running of the Exhibition is deemed uneconomic for any reason by the Organiser then the Organiser shall be at liberty to determine this contract. Where the contract is determined under this clause the Organiser shall be under no liability in any way whatsoever for any costs, expenditure, liability or consequential loss incurred by the Exhibitor. The Organiser may in its absolute discretion refund in whole or in part any payment made by the Exhibitor or shall hold or transfer any monies paid by the Exhibitor to a similar show within the next twelve months or waive any future liability under this agreement.
32. Should the Exhibitor fail to comply with or be in breach of the terms herein the Organiser may terminate this contract by giving notice in writing and may retain any payments made under this agreement as liquidated damages. Upon receiving notice of termination the Exhibitor shall immediately remove its exhibits from the Exhibition site provided that the Organiser may remove such exhibits to the address of the Exhibitor stated on the face hereof. The costs of removal shall become a debt due to the Organiser. The provisions of clauses 2.1 and 2.2 apply to any action taken under this clause.
33. This agreement sets forth the entire agreement and undertaking between the Organiser and the Exhibitor. Neither party shall be bound by any condition warranties or representations except as expressly provided for herein and unless in writing signed by both parties. In addition the Exhibitor acknowledges that it has not entered into this contract in reliance upon any representation, warranty or undertaking, which is not expressly set out or referred to in this contract.
34. All notices hereunder shall be in writing and shall be sufficiently served if sent by post to the address of the Exhibitor herein or to the Organiser c/o PO Box 90300, Victoria Street West, Auckland.
35. If any part of this agreement is deemed invalid or of no force or effect this agreement shall be construed as though such part had not been inserted and the remainder of the agreement shall remain in full force and effect.
36. The Organiser may assign its rights and obligations under this contract to any person without the prior consent of the Exhibitor.



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Auckland City Environments

Environmental Health Food Safety Recommendations

These recommendations are a guide only and more specific food safety measures may be required for different stalls or displays.

Transportation

- (d) Travel straight to the event from your base kitchen thus avoiding long delays.
- (e) Transport vehicles must be clean and food must be separated from other items being carried in the vehicle, such as cleaning chemicals and pets.
- (f) All food must be wrapped, covered or placed in sealed clean containers whilst being transported to the event. This will prevent potential contamination with dirt and bacteria.
- (g) Perishable food including cooked rice, meats (both raw and cooked) dairy products etc must be kept either hot (at least 60°C) or cold (at 4°C or below) whilst travelling to the event.

Food Preparation and Storage

- (b) Ensure the food preparation area is large enough for the type of food preparation being carried out. All equipment, tables, display cabinets etc must be in a good state of repair and made of smooth materials that are impervious and easy to clean.

Display and Service

- 6 Food being prepared or displayed must be protected against insects, dirt, people etc by means of covers, screens, sneeze guards etc.
- 7 Avoid unnecessarily handling food and avoid directly handling unwrapped food when serving customers - use tongs, scoops, spoons etc.
- 8 To help you achieve temperature control, keep the amount of food on display to a minimum. Good stock rotation is essential, when re-stocking displays ensure 'older food' is moved to the top of the pile. Avoid topping up 'bulk' displays as food on the bottom may be left for long periods.
- 9 Any leftovers should be discarded – not reused.

Basic Hygiene Measures

- (f) Keep jewellery to a minimum as it may enter and contaminate food.
- (g) Ensure that cuts and sores are covered with a brightly coloured waterproof plaster. On some occasions, gloves may be required. Keep a first aid kit on site.
- (h) Do not attend the event if you are suffering from a communicable illness, such as diarrhoea and vomiting. Even a common cold can cause food poisoning.
- (i) Different persons, e.g. one person to handle food and one person to handle money, should carry out different tasks if possible.
- (j) Clean as you go – regularly wipe down surfaces with a clean (preferably disposable) cloth.

**If you require more specific information or further assistance, please do not hesitate to contact Peter Wong,
Environmental Health Officer,
Auckland City Environments on (64) 9 353 9077 DDI**



A Commitment to Occupational Safety and Health (OSH)

North Port Events Ltd (NPE) is committed to ensuring that our exhibitions are a safe environment for our staff, exhibitors, contractors and visitors.

Injuries, accidents, and incidents can be prevented through appropriate management and planning, and the following policies and procedures aim to protect the safety and health of all.

Exhibitor Safety and Health Policy

NPE seeks the co-operation of staff, exhibitors, contractors, venues and visitors to ensure that the highest possible standards of safety and health are maintained at all times.

NPE and our respective venue owners/partners have a responsibility, within the scope of their policies, to maintain safe-working practices at all times. NPE reminds exhibitors and contractors of their own responsibilities for safe work practices and compliance with relevant legislation whilst participating in a NPE exhibition.

As an exhibitor, contractor or agent you have a duty under OSH legislation to ensure that your employees, agents or personnel contracted by you are aware of their own responsibilities for safety and health procedures, rules and safe systems of work. This includes the provision of information, training and supervision to employees, agents or contracted personnel to ensure the safety of themselves and of others whilst participating in a NPE exhibition.

Where hazardous substances are used, handled or stored at a NPE event, under OSH legislation all exhibitors and contractors are required to carry out an assessment of the activities involving the use, handling and storage of those hazardous substances within the workplace. Please advise us either prior to or immediately on arrival at the exhibition if you have any material or substance, which you believe could be hazardous so that an assessment and precautions can be made.

As an exhibitor at a NPE event, you are required to have in your possession and to produce if requested during the exhibition:

1. Your Occupational Safety and Health Policy document.
2. A copy of the Safety and Health Policy document of each contractor employed by you.
3. A Certificate of Currency for your Work Cover Policy.
4. A Certificate of Currency for your Public Liability Policy (at least \$2 million)

This manual lists some of the principal areas that need to be brought to your attention. Please ensure that all contractors and staff working on your stand read this document and understand their responsibilities.



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Exhibitor occupational safety and health

**OCCUPATIONAL SAFETY AND
HEALTH IS EVERYONE'S
RESPONSIBILITY**

Guidelines – Exhibition Safety and Health Matters

The following guidelines outline specific work practices that will contribute to a safe exhibition environment. These guidelines are not intended to be exhaustive nor are they a substitute or a replacement of contractors' or exhibitors' own OSH Policies and Procedures.

It is the responsibility of the exhibitor, contractor and/or agent to comply with the requirements of OSH legislation and other applicable rules and regulations and work practices.

AISLES AND AISLE CLEARWAYS:

- Exits and emergency equipment must not be obstructed.
- Aisle ways and fire exits should be clear of general waste and packaging materials (this includes the period during Build-up and Breakdown).
- Aisles are public walkways and must not be used to display goods.
- When conducting product demonstrations on your stand, you must place your demonstration counter at least one meter back from the front of your stand, to avoid crowds obstructing aisles.

**NO CHILDREN under 16 are
permitted in the halls during
Build-up and Breakdown**

FIRE RISK:

- The use of readily flammable material in stand construction, e.g. crepe paper, corrugated cardboard, straw, untreated Hessian, polystyrene or PVC sheet is restricted unless you have venue approval (refer to Exhibitor Manual).

- Where sawdust, tan bark or wood chips are used to decorate floors, a protective membrane must be laid first and the chips kept moist at all times.

STAND CONSTRUCTION:

- Exhibitors may not construct their displays higher than 2.3m except with the prior written approval of NPE.
- Proper scaffolding must be used during the construction of any building within the venue hall.
- Please ensure that all safety features of the scaffolding are adhered to as per applicable regulations and that any tower scaffold in use is properly stabilised and propped.
- Materials used for stand construction or display construction must conform to the Building Code and be:
 - of non-combustible material;
 - of inherently non-flammable materials;
 - use flame-proofed fabric (documented evidence of such must be provided).
- Where your stand has a 'ceiling' or 'canopy':
 - the material used must be flame-proof (evidence of such must be provided);
 - you must have a current/valid fire extinguisher and smoke detector on your stand.
- The venue requires that stands are open for visual inspection at all times.

LIGHTING ON YOUR STAND

- Lighting must be industry approved: HPM Series 600, 500W are available from all leading lighting and hardware suppliers.
- All lighting must be at least 2.2m above floor level or protected in an approved way to prevent accidental burning.
- High powered lights must be 1m away from flammable materials.
- Lighting and/or lighting equipment intended to be connected to the mains supply must be tested and tagged. To book testing and tagging prior to the Show, please see the Exhibitor Manual for details of our electrical contractor.
- Our electrical contractors may check lighting and/or lighting equipment on site for compliance. Exhibitors will be required to disconnect lighting and/or lighting equipment



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that is found to be unsafe or that is not tested or tagged.

- All lighting and/or lighting equipment not installed by the lighting contractor must be switched off and disconnected from the mains supply prior to leaving each night;
- All personnel working at the stand must be informed of the requirements for lighting and lighting equipment.

ELECTRICAL EQUIPMENT AND ELECTRICAL CABLES:

- The use of double adapters is restricted – please use power boards.
- All cables should be routed from pedestrian traffic and taped down to minimise a tripping hazard.
- Electrical equipment intended to be connected to mains supply must be tested and tagged.
- Our electrical contractors may check electrical equipment on site for compliance. Exhibitors will be required to disconnect electrical equipment that is found to be unsafe or that is not tested or tagged.
- Electrical equipment includes light fittings, computers, appliances, etc.
- All personnel working at the stand must be informed of the requirements for electrical equipment.

STAND CERTIFICATION:

- Certification is required for stands of:
- Two storeys or more where the stand has a roof area greater than 18sqm and more than 3m in width.
- Where the floor of any occupied area is more than 1.5m above ground level, it is deemed to be a two-storey structure whether or not the bottom area is occupied.
- Certification will require compliance with the Venue's requirements for fire protection and proof of structural integrity of the stand.

NAKED FLAMES:

- (i.e. candles, oil burners, gas appliances, etc)
- A safety barrier may be required in front of every lit gas heater.
 - A vigilant stand attendant must be present on the stand at all times.
 - A current/valid fire extinguisher, clearly visible and accessible to visitors, must be kept on your stand (in addition, consider having a fire blanket on hand).

- Please ensure that flames are situated so that members of the public cannot come into direct contact with the flame or any surface, which may result in, burns or cause clothing to ignite.
- No flammable material shall be within 1m of a flame.
- Flames must be extinguished 15 minutes prior to the stand being vacated at the end of the day.
- Proposals for the use of naked flames on stands must be submitted to the venue 30 days prior to the exhibition.
- All personnel working at the stand must be informed of the requirements for naked flames.

LP GAS BOTTLES:

- Where exhibitors intend to use or store LPG or other flammable gas bottles on site, please advise NPE prior to the Show.
- LPG fuelled appliances must be installed and tested for leaks by a licensed gasfitter before they are used.
- Gas cylinders, exposed gas pipes and all connections to the cylinder must be protected from damage at all times.
- A fire-extinguisher (dry chemical) must be clearly visible at all times.
- Gas bottles are stored in cages outside the venue when not in use.
- All personnel working at the stand must be informed of the requirements for the use and storage of gas bottles.

DEMONSTRATIONS – HEAT-GENERATED DISPLAYS:

- (i.e. steam irons, etc)
- You must ensure that heat generating appliances are operated without risk to visitor safety and health, e.g. consider using a barrier around your appliance, either within a roped off area or operate behind a perspex shield.
 - When demonstrating heat-generating equipment, your display should not be on the perimeter of the stand. Rather it should be set back 1m within your stand area adjacent to the aisle, e.g. when demonstrating an ironing board, place the board at right angles to the aisle so the public can't brush past the hot iron and burn themselves.
 - NPE's OSH manager and venue representatives may visit your stand to satisfy themselves that your exhibit complies with basic OSH principles. You may be asked to provide safety barriers for



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your display. If you do not have any available, you may be required to hire them on-site.

- All personnel working at the stand must be informed of the requirements for the use and operation of heat-generating equipment.

RAISED FLOORS GREATER THAN 40MM HIGH:

- Flooring must have a bevelled edge to prevent a 'tripping' hazard.
- The 'ramp' must not exceed 30 degrees, or a grading of 1:14. Therefore, with a 40mm high floor, the bevelling should be approximately 56mm wide.
- In addition you should consider signage, i.e. 'Mind the Step', or different coloured edging for more visibility.

COOKING DEMONSTRATIONS:

- Demonstrators are required to have a current/valid fire extinguisher and fire blanket, clearly visible, on the exhibit stand.
- Where cooking equipment/flames/heat is within reach of visitors you must ensure that this equipment is operated without risk of visitor safety and health, e.g. consider roping off or using a Perspex shield around your appliance.
- Cooking equipment must not be operated within 1m of flammable materials.
- Flames must be extinguished 15 minutes prior to the stand being vacated at the end of each day.

FOOD HANDLING AND FOOD HYGIENE:

Food handling and food-service regulations is a complex area and is not covered in detail here due to the differing requirements of the various Council offices. It is the responsibility of the exhibitor, contractor or agent to ensure that food handling and food hygiene procedures comply with local council rules and regulations. See Exhibitor Manual for contact details.

MOTOR VEHICLES ON DISPLAY:

If you are planning to have a motor vehicle on display you must let NPE know well in advance so that the proper precautions can be made in conjunction with rules of the venue.

Other MATTERS:

- Standing on chairs, tables and other rental furniture is prohibited. Use purpose-designed equipment such as ladders and steps, etc. NPE cannot be held responsible for injuries, falls or damages by the improper use of this equipment.
- Please look out and listen for forklifts.
- Please be aware of overhead works.
- Please do not obstruct any plant machinery.
- Please keep the loading dock clear at all times.
-
- Please maintain clear aisles at all times, keeping product on your stand, and removing packaging and vehicles as soon as is practical.
- Appropriate footwear is essential;
- **NO CHILDREN** are allowed in the venue during Build-up and Breakdown. For the purpose of occupational safety and health, children are under 16 years of age.
- **Do not smoke** in the venue.

Report UNSAFE WORK PRACTICES to the Organiser!

General Safety and Health Matters

North Port Events Ltd is serious about safety and health.

EMERGENCY PROCEDURES:

- In the event of partial or complete evacuation of the exhibition venue, exhibitors, staff, contractors and agents are requested to muster in the areas as directed by the venue security staff.
- The venue public address system will be used to convey evacuation and 'all-clear' instructions.
- Exhibitors are asked to be constantly aware of unidentified packages, cases or bags left on stands. In any case of doubt the article should not be touched, but security informed, via the Organiser's office.

DEPARTMENT OF HEALTH:



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Contact local Council/Department of Health officers for up-to-date and fully comprehensive guidelines/regulations on the following topics:

food handling demonstrations; personal grooming exhibits, i.e. body piercing, make-up application, etc ;pool/spa water hygiene.

EXHIBITOR RESPONSIBILITIES:

- Ensure that persons in your employment and any others affected by your actions and omissions are safe and are not at risk to their safety and health.
- Ensure that relevant risk assessments have been carried out in relation to your own stand/area during Build-up and Breakdown.
- Co-operate/co-ordinate your actions with organisers and contractors on-site.
- Where potential risks are identified during the risk assessment process, make all parties aware of potential risks as might arise during Build-up and Breakdown.
- Ensure that your employees/contractors are competent and follow safe systems of work.
- Seek advice where necessary from the on-site safety and health official – this will enable you to comply with the relevant provisions.

CONTRACTOR RESPONSIBILITIES:

- Ensure the health, safety and welfare of any persons including sub-contractors on-site during Build-up and Breakdown.
- Work is to be carried out by licensed tradespeople as appropriate.
- Where significant risks are involved, ensure that risk assessment and method statements detailing methods of work are complete.
- Ensure that risk assessment and method statements are produced in pre-Show meetings.
- Comply with OSH legislation during Build-up and Breakdown and comply with all legal requirements that are relevant to their operations.
- Ensure the competence of employees and subcontractors to carry out the designated work.
- Co-operate and co-ordinate your actions.

STAND DESIGNERS:

- Must be competent and have the necessary skills, knowledge and experience pertaining to

stand design backed up by the relevant qualifications.

- Ensure that erection and maintenance of the design has the ability to be carried out safely and in accordance with the relevant legislations by the contractors in the time available.
- Comply with Regulation 13 of the construction and design regulation 1994 – designers duties and related legislation to stand construction.

INSURANCE:

- Neither NPE, the venue or any staff, employees, agents or other representatives of NPE or the venue shall be held accountable or liable for any damage, loss, harm or injury to the exhibitor, employees, agents or other representatives of the exhibitor or for goods sent to the venue before or remaining after the exhibition, or whilst in transit to or from, or during the exhibition.
- Exhibitors should consult their own insurance companies and/or broker for proper coverage of their exhibits and display area.
- It is a requirement that exhibitors have appropriate insurance cover for their stand area, including public liability.
- If you have this cover, please send a Certificate of Currency detailing the following:

Insured	<i>Exhibitor's Name</i>
	<i>Type of Policy e.g. Combined Public and Product Liability</i>
Situation	<i>Venue</i>
Covering	<i>Name of Exhibition</i>
Sum Insured	<i>Limit of Indemnity</i>
	<i>Period of Cover From first day of Build-up to final day of Breakdown</i>
Insurer	<i>Insurance Company's Name</i>
Policy Number	<i>xxxxxxx</i>
Signed	<i>Insurer's Signature</i>
Dated	<i>Date</i>

GUIDELINES FOR BUILD-UP AND BREAKDOWN AND DURING THE SHOW:

- No children are allowed on the premises (either the halls or loading areas) during Build-up or Breakdown. For the purposes of OSH, children are under 16 years of age.
- A person must be appointed who is responsible for health and safety matters on the stand



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during Build-up, Breakdown and during the duration of the Show.

- Keep aisles clear, as indicated on the floor plans, at all times.
- During Build-up and Breakdown periods your staff and subcontractors should be constantly reminded of the need for vigilance regarding the safety and health of themselves and those working in their vicinity.
- Any violations or concerns regarding any of the above points should be reported to our on-site OSH representative or to the Organiser's office.
- Portable electric tools must be used with the minimum length of trailing leads and such equipment should not be left unattended with a live power supply to it.
- Electrical cables must not cross aisles and fire exits. All portable electrical equipment should have a current inspection tag attached and when in use, should be connected to a Residual Current Device.
- Before starting work overhead, the area directly beneath the workplace is to be cleared and cordoned off with signage displayed to indicate overhead work is in progress. No work is to be carried out above any person.
- Operatives should wear suitable protective clothing relevant to their job, which includes eye, hearing, foot, head and hand protection.
- Work areas should be maintained free from general waste and packaging materials, which could be hazardous to operatives.
- All parking restrictions and speed limits must be adhered to.
- Fire exits and emergency equipment must not be obstructed.
- You must ensure that portable power equipment is used for the purposes for which they were designed and that re-wired units comply with the venue regulations before they are installed on-site.
- Exhibitors are responsible for the safe use and storage of inflammable liquids and substances and segregation from waste and other risk areas.
- Proper scaffolding must be used during the construction of any building with the halls, safety features of the scaffolding is provided as per laid down standards, and that any tower scaffold in use is properly stabilised and propped.

NOTES ON DEMONSTRATIONS:

- All demonstrations must be carried out in accordance with the OSH legislation.
- All exhibits must, where they are not sufficiently stable as freestanding models, be properly secured to the floor or other structure.
- Floors on exhibit stands must be kept clear of articles or substances likely to cause persons to slip or trip.
- All electrical conductors must be properly installed by licensed electricians and adequately protected.
- Any stand incorporating a demonstration or exhibits providing a potential fire hazard must be constructed in approved materials.
- Exhibits must be positioned so that at no time do they protrude into the aisles.

MANUAL HANDLING:

- For loads that can be carried by the individual:
- Stand close to the load, with feet apart for good balance, bending your knees and straddling the load.
- Always try to lift when standing or at least half squatting, rather than kneeling or not using your legs.
- Keep your back as straight as possible whilst lifting and carrying.
- Always keep the load as close as possible to your body, with elbows close to your sides, making sure you can see where you are going.
- Do not twist your body to change direction, always use your feet.
- Any mechanical lifting devices utilised must be maintained and users must be trained in their use. No one shall operate a lifting device if it requires certification.
- Loads carried mechanically should be within device size and weight limits. These should be carried safely and evenly balanced to prevent load slipping.

LIFTING/PACKING CASES:

- Forklifts are not to be used by anyone other than fully trained and licensed personnel.
- Work areas and exits should be maintained free from general waste and packaging materials, which could hazard operatives.
- Packing cases must not be allowed to obstruct aisles, passageways and fire exits.
- Nails, etc. must not be left protruding from any packaging case or material.



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- All packing cases and materials must be removed from the exhibition hall as soon as possible.
- All equipment must be regularly serviced and inspected.

MACHINERY ON STANDS:

- All machinery should be fitted with guarding, fencing, lock immobilisation, etc. to ensure a safe environment for staff and patrons. The use of signage above machinery is not an acceptable protective method.
- No person shall demonstrate or operate a machine unless appropriately trained and clear instructions given, both in relation to the operation of the machine and as to responsibilities to members of the public in both normal and emergency situations. Persons demonstrating machines must wear adequate personal protective clothing and equipment.
- Clearly visible and accessible emergency stop controls must be available.
- All sources of power to and from the machine including electrical pneumatic and hydraulic, should be provided with an isolator which should be switched off when the machine is not actually being demonstrated by an authorised user.
- Adequate extraction or other equally effective methods must be provided for dust, chips and fumes.
- Adequate lighting must be provided both for the machine and its surrounding area.
- Special effects – pyrotechnics, smoke-generation.

- Where appropriate, screens must be used to provide adequate eye protection to members of the public.

EXHIBITS REQUIRING ADDITIONAL SAFETY PRECAUTIONS/WRITTEN APPROVAL:

- Notify NPE at least 30 days prior to the Show if your display has any of the following:
 - A second storey.
 - A solid ceiling or roof area more than 18 sqm.
 - A structure more than 3m high – the onus is on the Exhibitor to prove that the structure is stable.
 - A motor vehicle (refer Motor Vehicle on Display).
 - Dangerous Goods – advise type, size, volume and volume of the dangerous goods, and supply Material Safety Data Sheets (MSDS), obtained from the manufacturer of the product.
 - A discharge of noxious waste – not to be discharged through the sewage system, must be collected and disposed of in a lawful manner.
 - An LPG gas cylinder (refer LPG Bottles).
 - A cylinder containing compressed gas (other than LPG)
 - A naked flame (refer Naked Flames).
 - Lighting or signage, lower than 2.2m above floor level.
 - Animals.
 - Balloons.

Emergency procedure

Event organisers, exhibitors, contractors and their staff must be aware of the following Emergency Procedure.

Remove anyone in immediate danger

Contain fire (close doors if possible)

Raise the alarm (if not already activated) immediately by operating the nearest call point.

Phone 111 to ensure the Fire Service is notified, clearly state the address

Hall...

ASB Showgrounds

217 Greenlane Road West

Auckland

Report all known details to Duty Manager, Event Organiser, and Operations Manager by Radio Telephone or phone.

Ensure any performances, music etc is stopped.

Using the PA system, make announcement:

- Sample Evacuation Message
- May I have your attention please?
- I have an important announcement to make:
- PAUSE
- There is a need to evacuate the venue. There is no cause for alarm. Please follow the instructions of security staff who will direct you to the nearest exit.
- Once outside please assemble in (designated assembly point).
- You will be advised when it is safe to return.
- **REPEAT MESSAGE AT 2 MINUTE INTERVALS**

- Assist and direct persons from the nearest safe exit to designated assembly point.
- Initiate search of isolated and confined area, eg. Toilets, storage areas etc.
- Meet with building wardens to ensure venue is clear.
- If it is safe to do so **BUT NOT OTHERWISE**, attempt to fight fire.
- If it is too dangerous to fight the fire, contain the fire by closing all windows and doors.
- **AFTER THE AREA HAS BEEN EVACUATED.**
- Liaise with Fire Service on their arrival.
- Meet with Duty Manager, Event Organiser, Event Manager, and Building Wardens to review and record incident details.