



wellbeing show
WAIKATO

Exhibitor Pack: Important Information

**At the Waikato Show,
Claudelands Event Centre
Friday 6 - Sunday 8 April 2018**

***Connect with Customers
Engage with the Community***

For more information contact Annette or Ralph:
07 8555 123 | Annette 022 5 855 123 | Ralph 022 064 8087
Info@WellbeingShow.co.nz



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**PLEASE ENSURE EVERYONE HELPING WITH YOUR
SITE IS FAMILIAR WITH THIS INFORMATION**

IMPORTANT NOTES:

- **All Forms including the Risk Management form are due back by FRIDAY 23 MARCH.** Every exhibitor will need to return the following as a minimum:
 - **Risk Management Form** - if you have no risks to declare, the form must still be returned as a declaration of risk status. Do not worry about completing a site number; the Waikato Show will do this.
 - **Security ID Badge form** – listing names of staff/volunteers on site. See below for more details.
- A reminder that all invoices including for power, furniture and Wi-Fi must be paid prior to the beginning of the show.

QUESTIONS?:

Email or Phone us on 07 8555 123

On Orientation / Set-up / Show days use 022 5 855 123

Set-up Day: Thursday 5 April

ACCESS + HIGH-VISIBILITY VESTS AND CLOSED-TOE SHOES:

- ⌚ Please arrive at Claudelands Gate 6 (Service Entrance) on **Brooklyn Road**. The Wellbeing Show is located in **Hall A**; Gate 6 provides access to the rear set-up entrance for the Hall.
- ⌚ Claudelands have a requirement for **High-Vis vests** to be worn on both set-up and pack-up days. Most \$2 shops stock them for around \$4. **Closed-toe shoes** are also required.
- ⌚ For pedestrian access please please show the **Gate 6 Service Entry Pass** (page 7 below) to the security guard after parking in Brooklyn Road or nearby streets.
- ⌚ There are very limited numbers of loading zone spaces. If you have a vehicle to unload, please show the **Gate 6 Service Entry Pass** (page 7 below) to the security guard and place on the dash – including your cell number on the form. Our loading area adjoins Hall A. Immediately your vehicle is unloaded you will need to shift it to adjoining Brooklyn Road or surrounding streets. Take the pass with you so you can get in the same gate as a pedestrian.
- ⌚ Annette will be available onsite **9am-4pm** to show you to your site, to hand you your Exhibitor Security ID Badges and other information, and to answer any questions you may have.
- ⌚ The Waikato Show office is located at the north end of our hall. Please see the staff there if you need extra security ID badges or if Annette is not available to answer your questions.

FURNITURE, POWER, TEST & TAG, AUTEX WALLS, HELIUM BALLOONS:

- ⌚ If you have placed an order, power should be connected and furniture placed on your site by the time you arrive - so if they are not there, please let us know straight away!
- ⌚ All electrical equipment used must be tested and tagged. There will be an electrician available in the concourse outside the office all day Thursday, and Friday morning, at a cash cost of \$6 per item tested, including leads and extension cords, or you can have your electrical equipment certified before you arrive – please keep your certificate on your site in case it needs to be sighted.
- ⌚ Velcro, staples, pins, push-pins can be used on the panels, **NOT Blu-Tac** 😊
- ⌚ Claudelands ban the use of helium balloons (or anything very tall) as they will set off the fire alarms (with a \$10,000 fire service fee!)

Show Days: Fri 6 – Sun 8 April

⌚ PARKING:

- Please park in the dedicated exhibitor parking area (Gate 3a) or the public carpark (Gate 3c) - both accessed from **Gate 3 Brooklyn Road** - or park in the surrounding streets. Exhibitor parking is free; you will need to show your Security ID Badge. Please note **Gate 6** which was used for set-up is **not available** for general exhibitor parking during the show.
- If you have a mobility parking permit sticker on your car, you will be able to park in Exhibitor Disability Parking in **Gate 6 Brooklyn Road (Service Entrance)** by showing your Exhibitor Security ID Card at the gate. You can access the back of Hall A, straight into the Wellbeing Show.

⌚ EXHIBITOR ENTRANCES:

- Exhibitors can enter from the exhibitor parking area, and also at the specially designated exhibitor entrance on the Heaphy Terrace side of Claudelands, from 9am. You must wear your Security ID Badge.

⌚ SHOW HOURS:

- The Wellbeing Show is open to the public from 10am to 5pm all three days. Our Hall A will be locked once the public exits. Outdoor activities may end later if the weather is amenable. Security operates after hours.
- Advise staff/volunteers to allow half an hour to park and walk to your site.
- **Please DO NOT start to pack-up until all visitors have left the hall on Sunday (5pm).** This is important for two reasons:
 - **Safety** – we have in the past had trolleys and furniture heading through the main aisles which creates huge risks for visitors
 - **Visitors** – people have paid to visit the Show, and we need to remain open until close of show
- **IMPORTANT:** the **Gate 6 Service Entry Pass** will not give you access to the rear of the hall until 5pm on Sunday. Security will strictly enforce this.

⌚ EXHIBITOR FACILITIES:

- There is a toilet at the back of the hall through the fire exit. The main public toilets are in the concourse just outside our hall.
- The exhibitor lounge for the entire Waikato Show is in the back of our hall. Coffee, tea etc is provided and a fridge for your named lunch.

⌚ EMERGENCIES:

- In the event of an emergency, alarms will sound. Make your way through the fire exits through the concourse and assemble in the grassed area towards the public carpark. The fire exit at the back of our hall is the alternative exit.

Exhibitor Security ID Badges: For Show Days (Fri 6 – Sun 8 April)



- o Note that the Exhibitor Security ID Badges are individually named; it is not possible to swap them.
- o You **do not need** your Exhibitor Security ID badge on set-up day.
- o If you need to collect your badges at orientation, you will need to get your forms to us by THURSDAY 21 MARCH.
- o If you are not collecting your badge at orientation, they will be available for collection at set-up.
- o Additional Exhibitor Security ID Badges will be available at a charge of \$8 from the show office at the front of our hall, available from set-up day (Thursday 5 April) and throughout the duration of the show.
- o We are aware that some services such as mental health and addictions have a safety policy of only using first names for staff/volunteers. If this is the case, please note on the online form; we will need full names to be provided to pass on to Security, but will only put the first name on the badge.
- o We will cover Security ID badges in detail at the orientation. Please make contact if you have any other queries.

QUESTIONS?:

Ask Annette, Co-ordinator of the Wellbeing Waikato Show

- o Prior to the Show Phone 07 8555 123 (NOTE this will not be manned on Orientation / Set-up / Show days).
- o During Orientation / Show Hours Phone/Text 022 5 855 123
- o At the Show: Find me at the Insight Endometriosis site. I'm not likely to answer my cellphone at this time, so pop down and see me.
- o OR: ASK AT THE WAIKATO SHOW OFFICE at the front of our Hall.

Gate 6 Service Entry Pass: Set-up Day (Thurs 6 Apr) and Pack-up (Sun 9 Apr)

The pass on the next page must be shown to the security guard on arrival whether by car or on foot. There is no limit to the number able to be printed.

For vehicles:

- The pass is invalid until the fields are completed with vehicle registration number and contact details. This is to ensure we are able to contact the driver if the vehicle needs to be shifted.
- Display the pass clearly on the dashboard.
- Note that there is only space for a maximum of **20 cars onsite**, and approx. 80 exhibitors needing to set up in our hall alone. Spaces are for **unloading**, not parking.
- After unloading, please park in adjoining Brooklyn Road or nearby streets. Please only stay as long as is absolutely necessary. With everyone's co-operation, set-up will go smoothly.

For Pedestrians:

IF YOU DO NOT HAVE GEAR TO UNLOAD, PARK ON THE STREET. Pedestrians parking on adjoining Brooklyn Rd can use this same pass by showing it to the security guard on duty.

Annette will be on-site Thursday 9am to 4pm to show you to your site and answer your queries:
Ph/Text 022 5 855 123



Gate 6 Service Entry FOR SET-UP / PACK-UP



LOADING ZONE AND PEDESTRIAN ACCESS

Only valid for:

- Set-up Day - Thursday 5 April 2018 - 8am to 8pm
- Pack-up Day - Sunday 8 April 2018 – 5pm to 8pm
- Monday 9 April 2018 - 8am to 4pm

NO ACCESS DURING SHOW TIMES

LOADING ZONE:

INSTRUCTION: Please fill in and place visibly on your dash
IF FORM IS NOT COMPLETED; NO ENTRY PERMITTED.

Vehicle Reg Number: _____

Contact name: _____

Mobile # while on site: _____

TERMS & CONDITIONS -

**LOADING ZONE ONLY: LIMIT ONE HOUR –
VEHICLE MUST THEN BE MOVED OUTSIDE GATE 6
(take this pass with you to then access as pedestrian)**

QUESTIONS?:

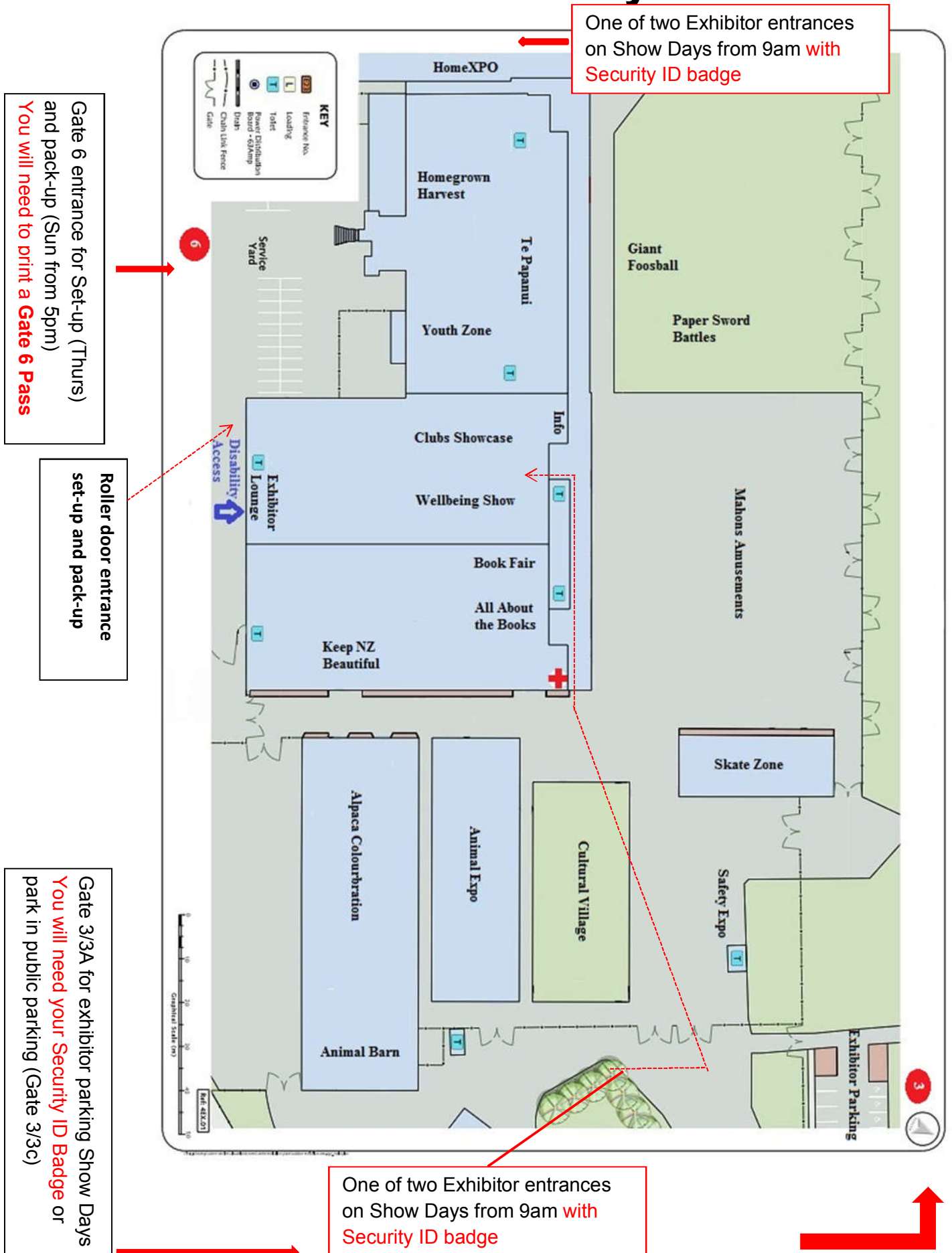
PHONE ANNETTE 0225855123

Annette will be on-site 9am-4pm

Info about the Waikato Show

- The Wellbeing Show is one of 15 collaborating Shows that make up the family-friendly 'Waikato Show' showcasing the best of what the region offers.
- The organising organisation, The Waikato Winter Show Association, is in its 110th year. Formerly the event was run as the Winter Show, and this is the 7th in its new autumnal community format.
- It is unique in NZ and the largest community show of its kind.
- The Show covers more than 13 acres, indoors and out.
- The Animal Barn is perennially popular with kids, giving the opportunity to meet farm animals up close.
- The Homegrown Harvest offers a number of food-based opportunities, including demonstrations featuring Aaron Brunet and food competitions for cake decorating, preserves, apple pies and marrows.
- There are three performance areas –in our own hall in the adjoining Clubs Showcase, in the cultural village and the main stage at Live on the Lawn.
- Expect to be busy with 15000 people of a wide demographic attending. Fridays tend to be quieter, with Saturday being the busiest day.
- Friday includes a Schools Day Out programme which currently has around 900 primary-school age children registered. They will all receive a discount voucher to return during the weekend with their families.
- On Friday at 9:30am at the main entrance on the Heaphy Terrace side there will be a Grand Opening/Powhiri including IDEA Services Kapa Haka Kihī. This won't interfere with your entry.
- Promotion is underway including:
 - Radio advertising
 - Corflute signage around Hamilton
 - Letterbox drop in the surrounding streets
 - Posters in nearby shops, Chartwell, Centreplace, The Base
 - Feature wrap on the local Hamilton News
 - Publicity through news articles
 - Promotion to local rest homes and retirement villages
 - Promotion on Facebook
 - We're encouraging exhibitors to promote on social media and with their own networks.
- We hope you have a chance to soak up some of the atmosphere of the show.
- Find out more at:
 - www.WaikatoShow.co.nz
 - www.homegrownharvest.org.nz

Waikato Show Layout



Food and Beverage Availability

Exhibitors are most welcome to make use of the Waikato Show exhibitor lounge located at the back of our hall. Tea, coffee and water are available here throughout the Show, and you are welcome to put your named lunch in the fridge here. This is a good place to sit out of the public eye for a break.

Food options throughout the Show:

- You are welcome to bring your own food. There is a fridge in the Exhibitor Lounge for your named lunch.
- Our recommended food option is the Cultural Village which offers an interesting variety of foods from many cultures. A poster of the menu options will be available on Set-up Day. The cultural village is handily located on the Green which can be accessed from the end of the concourse headed towards the exhibitor carpark.
- We are delighted to have Michelle of Got Shot Espresso in the Wellbeing Show. Coffees, hot chocolates, frappe and a small range of pre-packaged foods will be available on Set-up Day and throughout the Show.
- Other options include:
 - Café Agora at the exit to the HomeXPO pavilion (walk through the Club Showcase, Youth Expo, Earth Matters and Home-Grown Harvest to get there). They offer tasty snacks and light meals.
 - Traditional carnival fair – hot dogs, chips, etc – is available in the Mahon's Amusement rides area outside.
 - Other food vendors in the Live On The Lawn area outside.
- Note: Montana Catering **do not** cater at the Waikato Show

The Waikato Show Best Stand Award (Graham Hannah Exhibitor Award)

Exhibitor stands will be judged for the best stand award in each Show, and from these winners an overall winner will be announced for the Graham Hannah Exhibitor Award.

The purpose of these awards is to acknowledge exhibitor contributions to showcasing the Waikato Region and overall how they have presented their organisation through their stand at the Waikato Show.

Graham passed away two years ago, and the award honours the involvement and value which he brought to the Waikato/Hamilton region, through the creation and organisation of the HomeXPO, and the Waikato Home and Garden Show.

Judging will be based on the following criteria:

- Presentation – tidy and clean stand, use of space, layout, staff well presented, does your stand easily portray what the business is promoting or selling? Is it immediately obvious what your product/service is?
- Engagement – friendly and engaging staff, is there a unique point of interest at the stand, are the staff knowledgeable?
- A good fit – Is the business/organisation a good fit for the space it is in, does it fit the Waikato Show ethos (engaging and interactive), is there a free product, service or free activity?

Waikato Show Tickets

As exhibitors, you are bound to have friends, family, staff and members who are interested in coming along to the show. Perhaps you'd like to meet up with them and enjoy taking in all that there is to see and do at the wider show.

The entry fee for visitors is \$8, children under 5 free. Anyone presenting their SuperGold Card or Veterans SuperGold Card at the ticket office will be able to purchase their ticket for \$5. Tickets are available now on Eventbrite, with an easy link to this from the Waikato Show website. The tickets are valid for any day, so you don't need to decide in advance which day you want to come along.

And of course there will also be door sales available for anyone who just wants to turn up on the day.

Promotional Tickets for Clients and Stakeholders:

Do you have any special clients, donors, volunteers that you would like to recognise through tickets to the show? Special complimentary tickets are available for you to purchase.

Contact Meghann at the Waikato Show office ph 8557739. By arrangement these could be available to collect at orientation.

Waikato Show 2018 Posters

Please circulate the following posters widely, to attract interest with the public. There is plenty happening show-wide to interest people of all ages and interests.

- 1. Waikato Show**
- 2. Wellbeing Show – draft at present while we finalise exhibitors**
- 3. Clubs & Creativities Showcase**
- 4. Homegrown Harvest**
- 5. Food Competition**

The Cultural Village Menu will be distributed on set-up day

Join us for **Waikato's Community Showcase!**

waikato show

Something for everyone!



*Explore, Engage,
Educate, Experience,
Enjoy, Eat!*



HomeXPO | Homegrown Harvest | Food Competitions | Te Papanui- Earth Matters | Youth Zone
Clubs Showcase | Wellbeing Show | Lions Book Fair, Creative Arts, Māori Health | Alpaca Colourbration Show
Interactive Animal Barn | Animal Expo | Cultural Village | Safety Expo | Amusements | Live on the Lawn
Children's Paper Sword Battles | Skate Zone | Life-sized Foosball and more!

**GOLD CARD
HOLDERS**

Special entry price
available at the gate!

6-8 APRIL **FRIDAY - SUNDAY**
10am-5pm Daily
CLAUDELANDS EVENTS CENTRE

waikatoshow.co.nz



wellbeing show

WAIKATO



A Wealth of Wellbeing Exhibitors

- | | |
|---|-----------------------------------|
| Y Arbonne | Y Insight Endometriosis |
| Y Aspire Chiropractic Hamilton | Y It Works! |
| Y Bay Audiology | Y Life Unlimited Charitable Trust |
| Y Bupa Care Services | Y McCosh Trust Diabetes screening |
| Y Centre of Balance | Y Overeaters Anonymous |
| Y Community Living | Y Progress to Health |
| Y Connect Therapies | Y Radiance Holistic Health Ltd |
| Y Diabetes NZ Waikato Branch | Y Seacret |
| Y Enrich + | Y Spectrum Care |
| Y Epilepsy Waikato Charitable Trust | Y Stroke Foundation Hamilton |
| Y Essential Insurances | Y Te Kohanga Reo Iti A Rata |
| Y EVOLVE Peer Support Trust | Y VisionWest Baptist HomeCare |
| Y First Light Flower Essences of New Zealand® | Y Zenteq |
| Y Got Shot Espresso | |
| Y IDEA Services | |

**Get your free health check at McCosh
and your coffee at Got Shot Espresso!**

*Come &
Experience
the*

6-8 April!

**Clubs
&
Creativity
Showcase**

*Claudlands
Events Centre*

*at
the*



waikato show



Proudly brought to you by:

Alf's Imperial Fifth Waikato Dragoons &:



Trust Waikato
TE PUNA O WAIKATO



THE LION
FOUNDATION
Here for good



WAIKATO'S AUTUMN FOOD & GARDEN EVENT

6 – 8 April 2018

at the Waikato Show

FOOD & GARDEN MARKET

FOOD COMPETITION

SPADE TO SPATULA KITCHEN

CELEBRATING FOOD PRODUCED
LOCALLY & AT HOME

Name: _____

Phone: _____ Email: _____

Please tell us in the space below a little something interesting about yourself and why you have entered:

CATEGORIES (Please tick the box of each category you wish to enter):

1. Garden Bounty Basket:

☐ Junior – up to age 16

☐ Open – all ages

2. Marvellous Marrow:

☐ Largest Marrow – Junior

☐ Largest Marrow - Open

☐ Most Marvellous Marrow - (Strangest Shaped)

3. PickMee! Apple Pie Bake:

☐ Best Home Made Apple Pie

4. Pickling and Preserves:

☐ Best Chutney/Pickle

☐ Best Jam/Marmalade

☐ Best Preserve

☐ Best Sauce Sweet/Savoury

5. Best Decorated Cake:

☐ Amateur Floral Theme

☐ Amateur Harvest Garden Theme

☐ Professional Floral Theme

☐ Professional Harvest Garden Theme

TOTAL \$ _____

ENTRY FEES

Waikato Winter Show Association Member

First category	Free
Second category	\$4
Additional categories	\$2 each

Non Waikato Winter Show Association Member

First category	\$8
Second category	\$4
Additional categories	\$2 each

Each contestant will receive one complimentary 3 day competitor pass (valued at \$24) for the Waikato Show from 6-8 April 2018.

ENTRY CLOSING DATE

All entry forms are to be received along with full payment by no later than Thursday 29 March 2018. Late entries will be accepted on the day for each category – a late entry fee of \$5 will apply.

Please post your entry form along with payment by cheque made out to The Waikato Winter Show Assn: Homegrown Harvest Food Competition 2018, The Waikato Show, PO Box 4232, Hamilton East, Hamilton 3247. If you wish to make payment by internet banking, please contact Tash McGowan via email at hello@homegrownharvest.org.nz.



HOMEGROWN HARVEST

Celebrating food produced locally and at home

Homegrown Harvest is the food and garden section at the Waikato show, and celebrates food produced locally and at home. The section includes a fantastic food market, the annual food competition, and the spade to spatula fiesta, which is an interactive experience including kitchen and garden demonstrations, advice and tips. This really is a unique attraction for enthusiasts of food, produce and gardening, and will leave you with new flavours for your kitchen and new ideas for your garden!



Gardeners, preservers and bakers, it's time to get those crops in the ground, and put your competitive gloves on! The Homegrown Harvest annual Food Competition held at the Waikato Show 6-8 April 2018 is now open for entries, and they're preparing for some down to earth good old-fashioned competition!

For keen gardeners, there is the Garden Bounty Basket section, which requires you to produce a selection of three different items from your garden. This can include any variety of vegetables, fruit, edible flowers, herbs, honey or eggs.

If gardening is all new to you, why not enter the Marvellous Marrow section? Marrows are easy to grow so anyone can give it a go. They are known to grow into some very unique shapes and sizes, making for lots of fun results! Kings Seeds have kindly donated Rampicante marrow seeds free to competition entrants, which you can receive by emailing Homegrown Harvest.

This competition is also about preserving the crop with categories for the best jam, chutney, pickle, sauce and more. The preserves sections are by far our largest, and the variety is amazing.

For the bakers amongst you there will be the popular PickMee! apple pie bake and the cake decorating section which is a real crowd favourite! Amateur cake decorators can rest assured there are amateur and professional categories in this section and some fantastic prizes, so it's well worth entering.

For more information email Tash at hello@homegrownharvest.org.nz, or check out the website www.homegrownharvest.org.nz.

